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ABSTRACT

The first interim report focuses on administration of the Emergency Veterans' Job Training Act, which established an emergency program of job training assistance for unemployed Korean Conflict and Vietnam-era veterans. It describes implementation processes undertaken by the Veterans Administration and the Department of Labor and their outreach and public information programs. An overview is provided of applicant processing. Counseling services, monitoring for compliance and accountability, and control of funds are also discussed. Procedures for overall program assessment are then outlined. Following the 17-page report are extensive attachments, including the text of the Act, procedural instructions for administration of the Act, information sheets on the job training program, news articles, forms, and the protocol for a study of program effectiveness. The second interim report examines the conduct of training in the Emergency Veterans' Job Training Program. Following an introduction, its three main chapters compare the characteristics of veterans certified as eligible for the program with the subset of certified eligibles who have been placed in training programs, examines the characteristics of participants and their training programs, and examines characteristics of employers approved to participate in the program and the training programs that they offer. (YLB)

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98th Congress
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INTERIM REPORT ON THE EMERGENCY VETERANS' JOB TRAINING ACT OF 1983—PUBLIC LAW 98-77

PREPARED BY THE

VETERANS' ADMINISTRATION

SUBMITTED TO THE

COMMITTEE ON VETERANS' AFFAIRS
U.S. HOUSE OF REPRESENTATIVES

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Interim Report
on the
Operation of the
Emergency Veterans' Job Training Act of 1983
Public Law 98-77

Prepared by the
Veterans Administration
in Compliance with
Senate Report 98-275

March 1, 1984

EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

PUBLIC LAW 98-77

INTRODUCTION

The Congress of the United States enacted H.R. 2355 which was signed by the President on August 15, 1983. This law (Public Law 98-77) established an emergency program of job training assistance for unemployed Korean Conflict and Vietnam-era veterans (Attachment A). The objective of the legislation was stated as follows:

> The purpose of this Act is to address the problem of severe and continuing unemployment among veterans by providing, in the form of payments to defray the costs of training, incentives to employers to hire and train certain wartime veterans who have been unemployed for long periods of time for stable and permanent positions that involve significant training.

Under this program, the United States government will reimburse an employer 50 percent, of a veteran's starting wage, up to $10,000, to defray training costs. An employer may receive reimbursement for training a veteran for a maximum nine month period except in the case of certain veterans who have service-connected disabilities. In these cases employers may receive up to a maximum of 15 months of reimbursements.

Authorization was given for monies to be appropriated to the Veterans Administration in the amount of $150 million for each of fiscal years 1984 and 1985. These funds, minus $25 million in fiscal year 1984 for expansion of targeted delimiting date extensions, were to be used for the purpose of making payments to employers under the Emergency Veterans' Job Training Act. (If all of the $25 million will not be required for the targeted delimiting date extension, however, the excess may be used for the Job Training program.) The Act was to become effective on October 1, 1983, and remain in effect through September 30, 1986. Provision was made, however, that if funds were not appropriated and made available to the Veterans Administration by October 1, 1983, then assistance may be paid for any veteran who applies for a program within one year of funds being made available and who begins participation within fifteen months after such date.

Initial funding was furnished as part of the continuing resolution signed by the President as Public Law 98-151 on November 4, 1983, which provided $75 million for the implementation of this Act and continued appropriations for fiscal year 1984. The Veterans Administration received these funds from the Office of Management and Budget on November 29, 1983. An amount of $40 million was designated for the job training portion of the Act in the first quarter and $20 million was transferred to the Readjustment Benefits account for use in payment of G.I. Bill benefits to claimants who request delimiting date extensions to pursue associate degree programs which are predominantly vocational in content. The balance of funding for fiscal year 1984 was included in the Veterans Administration's supplemental appropriation enacted November 30, 1983 (Public Law 98-181).

IMPLEMENTATION PROCEDURES

The Veterans Administration and the Department of Labor are jointly charged with the responsibility of implementing the Emergency Veterans' Job Training Act of 1983. The Veterans Administration has primary responsibility for approving employer training programs, for determining the eligibility of veterans and for administering funds. The Department of Labor has primary responsibility for the development of employment and job training opportunities. Both agencies cooperate in the provision of outreach and public information efforts and the furnishing of employment counseling. Immediately upon passage of H.R. 2355, work groups were established within the Veterans Administration to develop the procedural instructions for the administration of the Act. Throughout the process of formulating these instructions, close coordination with the Department of Labor was maintained in order to assure the best use of each agency's resources and to prevent unnecessary duplication.

The first instructions were issued on August 18, 1983 as DVB Circular 22-83-6 (Attachment B). This circular outlined the highlights of the Act and included instructions for the handling of claims for the Targeted Delimiting Date Extensions. On September 21, 1983, more complete instructions were issued as DVB Circular 20-83-25 (Attachment C). These instructions allowed the beginning of training of VA field office personnel who are involved with the day-to-day administration of the Act.

Detailed instructions concerning the administration of the Act were formulated during September 1983 and draft versions of the instructions were used in joint training sessions conducted by the VA and Department of Labor at the end of September 1983. These training sessions were conducted in Washington, D.C., Kansas City, Missouri, and Reno, Nevada, and included field staffs of both the Veterans Administration and the Department of Labor. Topics covered the policies and detailed procedures necessary for those in attendance to be able to further instruct other field personnel at the local level in the operation of the program. All of the Job Service agencies of the Department of Labor completed local training by the end of November 1983 and some 2500 local Job Service Offices nationwide were prepared for implementation of the program immediately after the availability of funding.

The final versions of these detailed instructions were issued as appendixes to DVB Circular 20-83-25. On October 5, 1983, procedural instructions for the use of the Target system for determining veterans' entitlement and employers' approval information were issued as appendix A (Attachment D). Procedural instructions for outreach and public information, adjudication of veterans' claims, and VA counseling services were issued on October 11, 1983, as appendixes B, C, and D, respectively (Attachments E, F, and G). Instructions pertaining to the approval of employers' job training programs were issued on October 27, 1983, as appendix E (Attachment H). On November 21, 1983, instructions pertaining to the provisions of the Act which relate to Targeted Delimiting Date Extensions were issued as a revision to DVB Circular 20-83-1. Adjudication instructions were also expanded on November 21, 1983, as a change to appendix C (Attachment I).

VA field stations were prepared to begin processing applications from veterans and employers by the first week of October, 1983. Application forms were printed and distributed starting in early October. Completed applications were maintained on file in the field stations pending the appropriation of funds. As soon as initial funding was appropriated, but prior to its release to the agency, stations began processing veteran applications to generate Certificates of Eligibility. When the funds were actually released to the VA on November 29, 1983, all stations were notified by telephone that processing could begin on employer applications and reimbursement amounts could be obligated.

OUTREACH AND PUBLIC INFORMATION

The Veterans Administration and the Department of Labor are jointly charged with the responsibility for providing an outreach and public information program. As early as August 18, 1983, officials from both agencies met to discuss objectives and to coordinate strategies. In very general terms the Veterans Administration (VA) agreed to focus efforts towards veterans and the Department of Labor (DOL) toward employers, with most of the activity to be performed at the local level.

The Department of Labor prepared a detailed Technical Assistance Guide to be used by the national VA/DOL training teams which met in September, 1983, and to be distributed to the States for use in local training programs. It was recognized that the success of the Job Training program would depend in great part on the assistance and cooperation of the various service providers in the states. To encourage local participation the Assistant Secretary of Labor for Veterans' Employment and Training (ASVET) issued a formal Veterans' Employment Program Letter (Attachment J) to Veterans' Employment and Training Service (VETS) field staff and Job Service Administrators advising them of their critical roles in the program. Additionally, the Assistant Secretary prepared letters to the Governors of all States (Attachment K) advising them of the Job Training program and asking for their assistance to ensure proper coordination with other employment and training programs in their States. Field staff of the VETS agencies are following up with the Governors' offices to ensure full State support of the program.

Outreach and public information are essential to solicit both employer and veteran participation in the program. During January 1984, the DOL issued and distributed an information fact sheet (Attachment L) on the Job Training program directed to veterans and employers. The Department also produced and distributed three radio and four television public service announcements to promote employers' participation in the program; the radio tapes will soon be dubbed in Spanish and distributed to 700 Hispanic stations. The announcements were distributed by the Washington office directly to the top 100 major markets. Additionally, separate packages of the same announcements were distributed to VETS field staff for placement in smaller markets to ensure publicity nationwide. The effort is designed to maximize involvement of small business as well as large corporations.

It is noteworthy that many States have developed their own public information strategies and materials. Field staff reports indicate that activities range from radio announcements and television appearances to participating in social functions to promote the program.

The Department of Labor has also planned a variety of specific promotional activities to be carried out in the remainder of FY 1984. Among them are: a second round of print, radio and TV public service announcements featuring prominent celebrities and business leaders; a Secretary's reception and seminar in which corporate leaders will advise their peers how the program has benefited them and can help others; and participation by the national veterans service organizations in promotional efforts.

The formal outreach directive for the Veterans Administration was issued October 11, 1984, and made a part of the basic Department of Veterans Benefits Circular 20-83-25 as Appendix B. Field stations were told that "...outreach at the local level is critical to the success or failure of this program. The most productive plan must necessarily involve a unified effort on the part of the VA, DOL and SES (State Employment Service)." A two-sided Fact Sheet (Attachment M) was cooperatively developed by the VA and DOL with information on one side directed toward veterans and the other side geared toward employers. The publication was introduced on November 1, 1983, and 250,000 copies were distributed to all regional offices, vet centers, Directors of Veterans Employment and Training, and accredited service organizations.

Within the Veterans Administration the primary responsibility for establishing a comprehensive and effective outreach and public information program at the regional office level has been delegated to the VSO (Veterans Service Officer). Veterans Services personnel have made extensive use of radio, television and printed news media to disseminate information about the program. Every effort has been made to identify and use existing community resources, local chambers of commerce, and labor organizations to help publicize opportunities available. The VA's system of Career Development Centers has been appropriately incorporated to provide additional services to individual veterans and cooperation with the readjustment counseling program (Vet Centers) has been fostered.

Publicity and media contacts are being made by most VA regional offices through news releases to local TV/radio stations and newspapers in their states. Mass mailouts are being made to veterans and employers with personal contacts, letters and visits to Private Industry Councils, local chambers of commerce, veterans service organizations and other community groups. These special actions have resulted in TV/radio station interview programs and many articles in local newspapers (Attachment N). The following are three examples of the various actions taken throughout the country.

The Governor of Texas announced the jobs program to veterans and employers in the state, at a press conference held on Pearl Harbor Day for maximum impact (Attachment O). The media gave the event statewide coverage during prime time. The Governor released a letter to hundreds of employers urging participation in the jobs program and also released a 30-second public service announcement. A publicity plan of action developed by the VA, DOL and Texas Employment Commission had a mass mailout to 277,000 potential employers and to 150,000 Korean and Vietnam veterans who had registered seeking employment within the past 12 months.

The VA Regional Office in Pittsburgh, Pennsylvania, reports that VA personnel made Jobs Bill presentations at Service Officer and Veterans Advisory Council meetings and followup presentations will be made to update the representatives. Personal visits were made to the Governor's Outreach Center, Western Pennsylvania County Directors and Veterans Service Organization meetings. VA Regional Office representatives attended Job Service seminars, an unemployment fair and a meeting of the Allegheny County Department of Federal Programs. Contacts were made to radio stations WJPA, WYEP and Warner Cable Company, Community Access Channel, which resulted in a 30-minute tape aired twice a day and a 30-minute followup program videotaped for February telecast.

In the State of Colorado the VA regional office reports that veterans and employers were informed of their opportunities under the Jobs Training Act through press releases and meetings with service organizations resulting in the publication of monthly newsletters sent to their membership. The G.I. Forum has taken an active role in job development activities. A number of videotapes for both veterans and employers have been locally produced and taken to TV stations for use as public service announcements. A paid advertisement was run by a local newspaper requesting employers to contact the Denver VA Regional Office for more information. A special edition of VARO ALERT, a newsletter, was sent to county veterans service officers and veterans service organizations. The VA Education News, another regional office publication, was distributed to all approved educational institutions. VA personnel met with the National Association of Homebuilders and 15 different local groups concerning benefits under the Job Training program.

Fifty-six VA regional offices reported that both formal and informal training was provided to approximately 3,400 employment personnel for the Department of Labor's

DVOP (Disabled Veterans Outreach Program) specialists and the LVER's (Local Veterans Employment Representatives) as well as the SESA's (State Employment Security Agencies).

PROCESSING OVERVIEW

The Veterans Administration was designated by Public Law 98-77 as the agency responsible for making a determination of eligibility for veterans and for approving employers who desire to participate in this program.

An interested veteran may obtain an application (Attachment P) from the Veterans Administration or from any State Employment Service office. The completed application is submitted to the nearest VA regional office where a determination of eligibility is made. To be eligible to participate in a program of job training under this law a veteran must be unemployed at the time of application and must have been unemployed for 15 of the 20 weeks immediately preceding application. The veteran must also have been discharged from active military service under conditions other than dishonorable and have served more than 180 continuous days, any part of which occurred during the Korean Conflict (June 27, 1950 through January 31, 1955) or Vietnam era (August 5, 1964 through May 7, 1975). If a veteran served 180 days or less during one of those two periods, he or she must have been released from active service due to a service-connected disability or be entitled to receive service-connected disability compensation.

Processing instructions require that the adjudication of a veteran's claim be completed within 7 working days of the date of receipt of the claim in the regional office of jurisdiction. The only exceptions to this timeliness criterion are for cases which need further information from the veteran or other development to verify military service. The following table illustrates the progressive interest expressed in this program as measured by veteran applications:

CUMULATIVE VETERAN APPLICATIONS

DATE	RECEIVED	PROCESSED(%)	APPROVED(%)	DENIED(%)
Dec. 1983	13773	6691 (49%)	5650 (84%)	1041 (16%)
Jan. 1984	37060	24325 (66%)	20380 (84%)	3945 (16%)
Feb. 1984	91887	73589 (80%)	62204 (85%)	11385 (15%)

Once a determination of eligibility has been made, a certificate of eligibility (Attachment Q) is mailed to the veteran by the VA's Data Processing Center at Hines, Illinois. This certificate may then be presented by the veteran to an approved employer. The veteran may obtain assistance from the State Employment Service in finding an approved employer or may search for an approved employer on his or her own. Additionally, VA employment counseling may be provided to eligible veterans upon their request. As of February, 1984, there have been 32,025 veterans, or 35 percent of those applying for job training, who have requested counseling.

Employers who desire to participate in the Emergency Veterans' Job Training Act may obtain applications (Attachment R) from the VA or State Employment Service. The completed application may be submitted directly to the VA or to the State Employment Service for their review and submission to the VA. The Education Liaison Representative within the VA regional office will review the application to determine if approval may be granted. In order to be approved as a program of job training under this law, the program must generally be at least six months long. Programs must provide training:

(1) In an occupation in a growth industry; or

(2) In an occupation requiring the use of new technological skills; or

(3) In an occupation for which the demand for labor exceeds the supply either nationwide or in the locality where the trainee will be employed.

In addition, the VA may not approve an employer's program of job training for:

(1) Employment which consists of temporary, intermittent or seasonal jobs;

(2) Employment under which commissions are the primary source of income;

(3) Employment which involves political or religious activities;

(4) Employment with the Federal Government (including the United States Postal Service or the Postal Rate Commission); or

(5) Employment outside the United States, its territories and possessions, the District of Columbia, or the Commonwealth of Puerto Rico.

Programs must lead to an identifiable occupation, involve significant training, prepare the veteran for the occupation in which trained, and require the full-time employment of the veteran. The employer must certify that he or she is planning to employ the veteran in the position for which trained, that the wages and benefits to be paid the veteran are the same as those paid similarly situated nonveteran trainees, and that adequate records will be kept to demonstrate compliance with the law. In order to minimize administrative delays, VA regional offices have been directed to assign a very high priority to processing employer applications. For cases which can be approved or denied without further development, the station is asked to issue a response to the employer within ten workdays of receipt of the application. However, the standard will be five days if there is any indication that the employer has already located a particular veteran and wishes to hire him or her. If approval is in order the Education Liaison Representative will immediately notify the employer and will notify the State Employment Service so they may refer veterans for employment.

Employers who are approved for this program may directly recruit veteran employees or may work through the State Employment Service or Veterans Administration to locate potential employees. When the employer selects an eligible veteran to hire, a "Notice of Intent to Employ a Veteran" form (Attachment S) is submitted directly to the VA regional office in Houston. The Houston office serves as the Central Processing Staff to control and account for funds and payment records.

Employer response to the Emergency Veterans' Job Training Act has initially been cautious, but indications of positive interest are increasing. This reaction is consistent, however, with the typical bell shaped curve reflecting start-up time and progressive acceptance associated with most broad-based national programs. At this stage of implementation it is premature to assess the level of success of the Job Training program. Subsequent reports scheduled for June 1, 1984, and June 1, 1985, will more fully address the issue of program operations. The present trend of employer participation, jobs approved, and veterans placed is shown in the following table:

CUMULATIVE EMPLOYER PARTICIPATION

DATE	APPLICATIONS RECEIVED	APPLICATIONS PROCESSED	APPROVED	JOB SLOTS APPROVED	VETERANS EMPLOYED
Dec. 1983	349	199 (57%)	190 (96%)	322	___
Jan. 1984	1564	1209 (77%)	1165 (96%)	2467	87
Feb. 1984	6431	5759 (90%)	5469 (95%)	11229	1063

COUNSELING

Section 14 of the Emergency Veterans' Job Training Act authorizes the Veterans Administration and the Department of Labor to provide employment counseling services to assist veterans in selecting suitable programs of job training.

The Vocational Rehabilitation and Counseling Service of the VA has had a large number of requests for counseling associated with this law. Of the applications received nationwide, some 35% have requested counseling. Many requests for counseling represent efforts to obtain more information about the program and secure assistance regarding availability of training leads and approved training programs. Various approaches are being used to identify each veteran's needs and to provide the specific assistance desired. Telephone contacts, group orientation sessions and appropriate referral to Job Service have proved helpful. In addition, comprehensive counseling has been provided by Vocational Rehabilitation and Counseling staff personnel for those applicants who desire such service, and plans are in place to meet the needs of the continuing and increasing flow of applicants requiring such assistance.

COMPLIANCE AND ACCOUNTABILITY

Public Law 98-77 assigned responsibility for monitoring compliance with the law to the VA in agreement with the Department of Labor. While major investigative monitoring will commence at a later date (Attachment T), monitoring for correctness of information received by the VA on applications and other forms has already begun.

Veterans' applications for Certificates of Eligibility are examined and compared to evidence already of record. Each veteran's application contains a statement of military service. This statement, along with any evidence of service submitted by the veteran, is compared to any evidence previously submitted and to the service information in the VA's computerized records. Veterans basically self-certify their unemployment status and employment history on their application forms. However, evidence already of record is examined since employment information is occasionally submitted in support of claims for other VA benefits. If discrepancies exist, they must be resolved prior to the issuance of a Certificate of Eligibility. If no discrepancies exist, action on the veteran's claim is generally completed in 7 days or less from the date the claim is received in the VA.

Employers' applications for approval of job training programs are examined and compared to evidence already of record within the VA and, occasionally, within the State Employment Service (Job Service). Employers who have in the past had job training programs approved for the training of veterans under title 38, U.S. Code, have records established by the VA which contain certain information which is useful in determining the accuracy of the information submitted on and with their applications to provide job training under this Act. Local Employment Service offices have had experience with some employers in the past and are able to provide the VA with information helpful in verifying the correctness of those employers' applications and the certifications made in conjunction with the applications. When additional information is needed concerning an employer's application, VA personnel first attempt to obtain it by telephone from either the employer or the local Employment Service. If sufficient information cannot be obtained in this manner, a pre-approval site visit is conducted by either VA or Employment Service personnel. These pre-approval visits are seldom necessary. Employers' applications which do not require additional information or clarification of the submitted information are normally processed within 10 days or less from the date the applications are received in the VA.

Additional monitoring occurs during the processing of Notices of Intent to Employ a Veteran. Each notice is initially compared with the computerized records of program approval and veteran eligibility to assure that the veteran is being hired in an approved training program, that the training program was approved prior to the date the veteran was hired, and that the veteran is eligible to participate in job training under this Act. Each notice is then examined and compared to the evidence of record to determine if the veteran is already qualified or partially qualified for the occupation which is the objective of the employer's job training program. The Act prohibits the payment of VA educational benefits to a veteran concurrently with payments of job training benefits to an employer on behalf of the same veteran. Therefore, the records of the veteran being hired are examined to determine if he or she is in receipt of VA educational benefits and, if so, those benefits are discontinued.

This monitoring will continue for the duration of the Act and will be supplemented by investigative monitoring by the VA and/or the Department of Labor.

CONTROL OF FUNDS

An ADP (automated data processing) system has been established to control and account for funds as they are committed by the VA. A CPS (Central Processing Staff) has been created in the Houston VA Regional Office to be the only unit authorized to commit funds to approved participating employers. Each time a CPS employee commits a specific dollar amount to an employer, that amount is automatically subtracted from the beginning balance. Through the computer system, CPS personnel will maintain an up-to-the-minute accounting as funds are committed. Additionally, a worksheet is manually prepared for each commitment made. The worksheet figures are totalled at the end of each workday and compared to the computer total (Attachment U). Any discrepancy is resolved before the next workday's processing begins. All payments actually made, as well as funds committed, are controlled through the CPS in Houston. Payments are authorized upon receipt of completed Certifications of Training (Attachment V) from employers.

OVERALL PROGRAM ASSESSMENT

The Senate Appropriations Committee has recommended that the Veterans Administration initiate a contract to evaluate the operation of the Emergency Veterans' Job Training Act of 1983. An amount of one million dollars has been set aside to fund this contract. On January 24, 1984, an announcement of the proposed study appeared in the Commerce Business Daily (Attachment W). Interested contractors were informed of the availability of the study protocol (Attachment X), and it was established that all proposals will be due to the VA by March 7, 1984. The proposals will be evaluated and a contract awarded soon thereafter.

The Committee directed that the contract provide for three reports. The first report, due March 1, 1984, is being prepared by the Veterans Administration and addresses the initiation of procedures and processing of applications. The second report, due June 1, 1984, will examine the conduct of training. The final report, due June 1, 1985, will evaluate the overall operation of the program. Centralized data for use in evaluating the program is being collected by VA Central Office and will be made available to the contractor.

The Job Training Program had initial funding made available on November 29, 1983, and has been in actual operation for only three months. During this relatively brief time, nearly 92,000 veterans have submitted applications for training. Of this number 62,204 have been found eligible and have had Certificates of Eligibility issued. Employer response has developed more slowly with almost 6,500 employers applying. An exceptionally high rate (95%) of the employer applications processed have been approved, and more than 11,000 job slots have been established. A total of 1,063 veterans have actually gained employment, and this number is expected to progressively increase as the program continues. Subsequent reports, to be prepared by the contractor, will more comprehensively address the continuing operation of this program.

INDEX TO ATTACHMENTS

Attachment A - Public Law 98-77, the "Emergency Veterans' Job Training Act of 1983"

Attachment B - DVB Circular 22-83-6

Attachment C - DVB Circular 20-83-25

Attachment D - DVB Circular 20-83-25, Appendix A

Attachment E - DVB Circular 20-83-25, Appendix B

Attachment F - DVB Circular 20-83-25, Appendix C

Attachment G - DVB Circular 20-83-25, Appendix D

Attachment H - DVB Circular 20-83-25, Appendix E and change

Attachment I - DVB Circular 20-83-25, Appendix C, change 1

Attachment J - Veterans' Program Letter No. 1-84 dated October 31, 1983

Attachment K - DOL letter to Governors dated November 10, 1983

Attachment L - DOL Fact Sheet 83-3

Attachment M - VA Form 27-8936

Attachment N - News articles - Buffalo, N.Y.; Atlanta, GA

Attachment O - Texas news articles

Attachment P - VA Form 22-8932

Attachment Q - VA Form 22-8928

Attachment R - VA Form 22-8931

Attachment S - VA Form 22-8930

Attachment T - DVB Circular 20-83-25, Appendix F (DRAFT)

Attachment U - Veterans in Training and Funds obligated by State

Attachment V - VA Form 22-8929

Attachment W - Commerce Business Daily announcement of contract

Attachment X - Contract specifications

Public Law 98-77
98th Congress

An Act

To establish an emergency program of job training assistance for unemployed Korean conflict and Vietnam-era veterans, and for other purposes.

Aug. 15, 1983
[H.R. 2355]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Emergency Veterans' Job Training Act of 1983.

SHORT TITLE; TABLE OF CONTENTS

SECTION 1. This Act may be cited as the "Emergency Veterans' Job Training Act of 1983".

29 USC 1721 note.

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Sec. 12. Inspection of records; investigations.
Sec. 13. Coordination with other programs.
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Sec. 15. Information and outreach; use of agency resources.
Sec. 16. Authorization of appropriations.
Sec. 17. Termination of program.
Sec. 18. Expansion of targeted delimiting date extension.
Sec. 19. Effective date.

PURPOSE

SEC. 2. The purpose of this Act is to address the problem of severe and continuing unemployment among veterans by providing, in the form of payments to defray the costs of training, incentives to employers to hire and train certain wartime veterans who have been unemployed for long periods of time for stable and permanent positions that involve significant training.

29 USC 1721 note.

DEFINITIONS

SEC. 3. For the purposes of this Act:

29 USC 1721 note.

(1) The term "Administrator" means the Administrator of Veterans' Affairs.

(2) The term "Secretary" means the Secretary of Labor.

(3) The terms "veteran", "Korean conflict", "compensation", "service-connected", "active military, naval, or air service", "State", and "Vietnam era", have the meanings given such terms in paragraphs (2), (9), (13), (16), (20), (24), and (29), respectively, of section 101 of title 38, United States Code.

ATTACHMENT A

ESTABLISHMENT OF PROGRAM

29 USC 1721 note.

SEC. 4. (a) The Administrator and, to the extent specifically provided by this Act, the Secretary shall carry out a program in accordance with this Act to assist eligible veterans in obtaining employment through training for employment in stable and permanent positions that involve significant training. The program shall be carried out through payments to employers who employ and train eligible veterans in such jobs in order to assist such employers in defraying the costs of necessary training.

(b) The Secretary shall carry out the Secretary's responsibilities under this Act through the Assistant Secretary of Labor for Veterans' Employment established under section 2002A of title 38, United States Code.

ELIGIBILITY FOR PROGRAM; DURATION OF ASSISTANCE

29 USC 1721 note.

SEC. 5. (a)(1) To be eligible for participation in a job training program under this Act, a veteran must be a Korean conflict or Vietnam-era veteran who—

(A) is unemployed at the time of applying for participation in a program under this Act; and

(B) has been unemployed for at least fifteen of the twenty weeks immediately preceding the date of such veteran's application for participation in a program under this Act.

"Korean conflict or Vietnam-era veteran."

(2) For purposes of paragraph (1), the term "Korean conflict or Vietnam-era veteran" means a veteran—

(A) who served in the active military, naval, or air service for a period of more than one hundred and eighty days, any part of which was during the Korean conflict or the Vietnam era; or

(B) who served in the active military, naval, or air service during the Korean conflict or the Vietnam era and—

(i) was discharged or released therefrom for a service-connected disability; or

(ii) is entitled to compensation (or but for the receipt of retirement pay would be entitled to compensation).

(3) For purposes of paragraph (1), a veteran shall be considered to be unemployed during any period the veteran is without a job and wants and is available for work.

Application for participation.

(b)(1) A veteran who desires to participate in a program of job training under this Act shall submit to the Administrator an application for participation in such a program. Such an application—

(A) shall include a certification by the veteran that the veteran is unemployed and meets the other criteria for eligibility prescribed by subsection (a); and

(B) shall be in such form and contain such additional information as the Administrator may prescribe.

(2)(A) Subject to subparagraph (B), the Administrator shall approve an application by a veteran for participation in a program of job training under this Act unless the Administrator finds that the veteran is not eligible to participate in a program of job training under this Act.

Limitation of participants.

(B) The Administrator may withhold approval of an application of a veteran under this Act if the Administrator determines that, because of limited funds available for the purpose of making payments to employers under this Act, it is necessary to limit the number of participants in programs under this Act.

Certification of eligibility.

(3)(A) The Administrator shall certify as eligible for participation under this Act a veteran whose application is approved under this subsection and shall furnish the veteran with a certificate of that veteran's eligibility for presentation to an employer offering a program of job training under this Act. Any such certificate shall expire 60 days after it is furnished to the veteran. The date on which a certificate is furnished to a veteran under this paragraph shall be stated on the certificate.

(B) A certificate furnished under this paragraph may, upon the veteran's application, be renewed in accordance with the terms and conditions of subparagraph (A).

Maximum training period.

(c) The maximum period of training for which assistance may be provided on behalf of a veteran under this Act is—

(1) fifteen months in the case of—

(A) a veteran with a service-connected disability rated at 30 percent or more; or

(B) a veteran with a service-connected disability rated at 10 percent or 20 percent who has been determined under section 1506 of title 38, United States Code, to have a serious employment handicap; and

(2) nine months in the case of any other veteran.

EMPLOYER JOB TRAINING PROGRAMS

Occupational criteria.
29 USC 1721 note.

Sec. 6. (a)(1) Except as provided in paragraph (2), in order to be approved as a program of job training under this Act, a program of job training of an employer approved under section 7 must provide training for a period of not less than six months in an occupation in a growth industry, in an occupation requiring the use of new technological skills, or in an occupation for which demand for labor exceeds supply.

(2) A program of job training providing training for a period of at least three but less than six months may be approved if the Administrator determines (in accordance with standards which the Administrator shall prescribe) that the purpose of this Act would be met through that program.

(b) Subject to section 10 and the other provisions of this Act, a veteran who has been approved for participation in a program of job training under this Act and has a current certificate of eligibility for such participation may enter a program of job training that has been approved under section 7 and that is offered to the veteran by the employer.

APPROVAL OF EMPLOYER PROGRAMS

29 USC 1721 note.

Sec. 7. (a)(1) An employer may be paid assistance under section 8(a) on behalf of an eligible veteran employed by such employer and participating in a program of job training offered by that employer only if the program is approved under this section and in accordance with such procedures as the Administrator may by regulation prescribe.

(2) Except as provided in subsection (b), the Administrator shall approve a proposed program of job training of an employer unless the Administrator determines that the application does not contain a certification and other information meeting the requirements established under this section or that withholding of approval is warranted under subsection (g).

Employment restrictions.

(b) The Administrator may not approve a program of job training—

(1) for employment which consists of seasonal, intermittent, or temporary jobs;

(2) for employment under which commissions are the primary source of income;

(3) for employment which involves political or religious activities;

(4) for employment with any department, agency, instrumentality, or branch of the Federal Government (including the United States Postal Service and the Postal Rate Commission); or

(5) if the training will not be carried out in a State.

Application by employer.

(c) An employer offering a program of job training that the employer desires to have approved for the purposes of this Act shall submit to the Administrator a written application for such approval. Such application shall be in such form as the Administrator shall prescribe.

Required certification by employer.

(d) An application under subsection (c) shall include a certification by the employer of the following:

(1) That the employer is planning that, upon a veteran's completion of the program of job training, the employer will employ the veteran in a position for which the veteran has been trained and that the employer expects that such a position will be available on a stable and permanent basis to the veteran at the end of the training period.

(2) That the wages and benefits to be paid to a veteran participating in the employer's program of job training will be not less than the wages and benefits normally paid to other employees participating in a comparable program of job training.

(3) That the employment of a veteran under the program—

(A) will not result in the displacement of currently employed workers (including partial displacement such as a reduction in the hours of nonovertime work, wages, or employment benefits); and

(B) will not be in a job (i) while any other individual is on layoff from the same or any substantially equivalent job, or (ii) the opening for which was created as a result of the employer having terminated the employment of any regular employee or otherwise having reduced its work force with the intention of hiring a veteran in such job under this Act.

(4) That the employer will not employ in the program of job training a veteran who is already qualified by training and experience for the job for which training is to be provided.

(5) That the job which is the objective of the training program is one that involves significant training.

(6) That the training content of the program is adequate, in light of the nature of the occupation for which training is to be provided and of comparable training opportunities in such occupation, to accomplish the training objective certified under clause (2) of subsection (e).

(7) That each participating veteran will be employed full time in the program of job training.

(8) That the training period under the proposed program is not longer than the training periods that employers in the

community customarily require new employees to complete in order to become competent in the occupation or job for which training is to be provided.

(9) That there are in the training establishment or place of employment such space, equipment, instructional material, and instructor personnel as needed to accomplish the training objective certified under clause (2) of subsection (e).

(10) That the employer will keep records adequate to show the progress made by each veteran participating in the program and otherwise to demonstrate compliance with the requirements established under this Act.

(11) That the employer will furnish each participating veteran, before the veteran's entry into training, with a copy of the employer's certification under this subsection and will obtain and retain the veteran's signed acknowledgment of having received such certification.

(12) That the program meets such other criteria as the Administrator may determine are essential for the effective implementation of the program established by this Act.

(e) A certification under subsection (d) shall include—

(1) a statement indicating (A) the total number of hours of participation in the program of job training to be offered a veteran, (B) the length of the program of job training, and (C) the starting rate of wages to be paid to a participant in the program; and

(2) a description of the training content of the program (including any agreement the employer has entered into with an educational institution ~~under section 8) and of the objective of~~ the training.

(f)(1) Except as specified in paragraph (2), each matter required to be certified to in paragraphs (1) through (11) of subsection (d) shall be considered to be a requirement established under this Act.

(2)(A) For the purposes of section 8(c), only matters required to be certified in paragraphs (1) through (10) of subsection (d) shall be so considered.

(B) For the purposes of section 11, a matter required to be certified under paragraph (12) of subsection (d) shall also be so considered.

(g) In accordance with regulations which the Administrator shall prescribe, the Administrator may withhold approval of an employer's proposed program of job training pending the outcome of an investigation under section 12 and, based on the outcome of such an investigation, may disapprove such program. Regulations.

(h) For the purposes of this section, approval of a program of apprenticeship or other on-job training for the purposes of section 1787 of title 38, United States Code, shall be considered to meet all requirements established under this Act for approval of a program of job training.

PAYMENTS TO EMPLOYERS; OVERPAYMENT

Sec. 8. (a)(1) Except as provided in paragraph (2) and subsection (b) and subject to the provisions of section 9, the Administrator shall make quarterly payments to an employer of a veteran participating in an approved program of job training under this Act. Subject to section 5(c) and paragraph (2), the amount paid to an employer on behalf of a veteran for any period of time shall be 50 percent of the product of (A) the starting hourly rate of wages paid to the 29 USC 1721 note.

veteran by the employer (without regard to overtime or premium pay), and (B) the number of hours worked by the veteran during that period.

(2) The total amount that may be paid to an employer on behalf of a veteran participating in a program of job training under this Act is $10,000.

(3) In order to relieve financial burdens on business enterprises with relatively few numbers of employees, the Administrator may make payments under this Act on a monthly, rather than quarterly, basis to an employer with a number of employees less than a number which shall be specified in regulations which the Administrator shall prescribe for the purposes of this paragraph.

Certification.

(b) Payment may not be made to an employer for a period of training under this Act on behalf of a veteran until the Administrator has received—

(1) from the veteran, a certification that the veteran was employed full time by the employer in a program of job training during such period; and

(2) from the employer, a certification—

(A) that the veteran was employed by the employer during that period and that the veteran's performance and progress during such period were satisfactory; and

(B) of the number of hours worked by the veteran during that period.

With respect to the first such certification by an employer with respect to a veteran, the certification shall indicate the date on which the employment of the veteran began and the starting hourly rate of wages paid to the veteran (without regard to overtime or premium pay).

Liability to U.S.

(c)(1)(A) Whenever the Administrator finds that an overpayment under this Act has been made to an employer on behalf of a veteran as a result of a certification, or information contained in an application, submitted by an employer which was false in any material respect, the amount of such overpayment shall constitute a liability of the employer to the United States.

(B) Whenever the Administrator finds that an employer has failed in any substantial respect to comply for a period of time with a requirement established under this Act (unless the employer's failure is the result of false or incomplete information provided by the veteran), each amount paid to the employer on behalf of a veteran for that period shall be considered to be an overpayment under this Act, and the amount of such overpayment shall constitute a liability of the employer to the United States.

(2) Whenever the Administrator finds that an overpayment under this Act has been made to an employer on behalf of a veteran as a result of a certification by the veteran, or as a result of information provided to an employer or contained in an application submitted by the veteran, which was willfully or negligently false in any material respect, the amount of such overpayment shall constitute a liability of the veteran to the United States.

Overpayment recovery.

(3) Any overpayment referred to in paragraph (1) or (2) may be recovered in the same manner as any other debt due the United States. Any overpayment recovered shall be credited to funds available to make payments under this Act. If there are no such funds, any overpayment recovered shall be deposited into the Treasury.

Waiver.

(4) Any overpayment referred to in paragraph (1) or (2) may be waived, in whole or in part, in accordance with the terms and conditions set forth in section 3102 of title 38, United States Code.

ENTRY INTO PROGRAM OF JOB TRAINING

29 USC 1721 note.

SEC. 9. Notwithstanding any other provision of this Act, the Administrator may withhold or deny approval of a veteran's entry into an approved program of job training if the Administrator determines that funds are not available to make payments under this Act on behalf of the veteran to the employer offering that program. Before the entry of a veteran into an approved program of job training of an employer for purposes of assistance under this Act, the employer shall notify the Administrator of the employer's intention to employ that veteran. The veteran may begin such program of job training with the employer two weeks after the notice is transmitted to the Administrator unless within that time the employer has received notice from the Administrator that approval of the veteran's entry into that program of job training must be withheld or denied in accordance with this section.

Notification to Administrator.

PROVISION OF TRAINING THROUGH EDUCATIONAL INSTITUTIONS

29 USC 1721 note.

38 USC 1651 *et seq.*

SEC. 10. An employer may enter into an agreement with an educational institution that has been approved for the enrollment of veterans under chapter 34 of title 38, United States Code, in order that such institution may provide a program of job training (or a portion of such a program) under this Act. When such an agreement has been entered into, the application of the employer under section 7 shall so state and shall include a description of the training to be provided under the agreement.

DISCONTINUANCE OF APPROVAL OF PARTICIPATION IN CERTAIN EMPLOYER PROGRAMS

29 USC 1721 note.

SEC. 11. If the Administrator finds at any time that a program of job training previously approved by the Administrator for the purposes of this Act thereafter fails to meet any of the requirements established under this Act, the Administrator may immediately disapprove further participation by veterans in that program. The Administrator shall provide to the employer concerned, and to each veteran participating in the employer's program, a statement of the reasons for, and an opportunity for a hearing with respect to, such disapproval. The employer and each such veteran shall be notified of such disapproval, the reasons for such disapproval, and the opportunity for a hearing. Notification shall be by a certified or registered letter, and a return receipt shall be secured.

Notification to employer and veteran; hearing.

INSPECTION OF RECORDS; INVESTIGATIONS

29 USC 1721 note.

SEC. 12. (a) The records and accounts of employers pertaining to veterans on behalf of whom assistance has been paid under this Act, as well as other records that the Administrator determines to be necessary to ascertain compliance with the requirements established under this Act, shall be available at reasonable times for examination by authorized representatives of the Federal Government.

(b) The Administrator may monitor employers and veterans participating in programs of job training under this Act to determine compliance with the requirements established under this Act.

(c) The Administrator may investigate any matter the Administrator considers necessary to determine compliance with the requirements established under this Act. The investigations authorized by this subsection may include examining records (including making certified copies of records), questioning employees, and entering into any premises or onto any site where any part of a program of job training is conducted under this Act, or where any of the records of the employer offering or providing such program are kept.

Agreement with Labor Department.

(d) The Administrator may administer functions under subsections (b) and (c) in accordance with an agreement between the Administrator and the Secretary providing for the administration of such subsections (or any portion of such subsections) by the Department of Labor. Under such an agreement, any entity of the Department of Labor specified in the agreement may administer such subsections, notwithstanding section 4(b).

COORDINATION WITH OTHER PROGRAMS

29 USC 1721 note.

38 USC 1501, 1601, 1651, 1700, 1770.

SEC. 13. (a)(1) Assistance may not be paid under this Act to an employer on behalf of a veteran for any period of time described in paragraph (2) and to such veteran under chapter 31, 32, 34, 35, or 36 of title 38, United States Code, for the same period of time.

(2) A period of time referred to in paragraph (1) is the period of time beginning on the date on which the veteran enters into an approved program of job training of an employer for purposes of assistance under this Act and ending on the last date for which such assistance is payable.

96 Stat. 1322.

(b) Assistance may not be paid under this Act to an employer on behalf of an eligible veteran for any period if the employer receives for that period any other form of assistance on account of the training or employment of the veteran, including assistance under the Job Training Partnership Act (29 U.S.C. 1501 et seq.) or a credit under section 44B of the Internal Revenue Code of 1954 (26 U.S.C. 44B) (relating to credit for employment of certain new employees).

(c) Assistance may not be paid under this Act on behalf of a veteran who has completed a program of job training under this Act.

COUNSELING

29 USC 1721 note.

SEC. 14. The Administrator and the Secretary may, upon request, provide employment counseling services to any veteran eligible to participate under this Act in order to assist such veteran in selecting a suitable program of job training under this Act.

INFORMATION AND OUTREACH; USE OF AGENCY RESOURCES

29 USC 1721 note.

SEC. 15. (a)(1) The Administrator and the Secretary shall jointly provide for an outreach and public information program—

38 USC 1501, 1651, 1770, 2001, 2011.

(A) to inform veterans about the employment and job training opportunities available under this Act, under chapters 31, 34, 36, 41, and 42 of title 38, United States Code, and under other provisions of law; and

(B) to inform private industry and business concerns (including small business concerns), public agencies and organizations, educational institutions, trade associations, and labor unions about the job training opportunities available under, and the advantages of participating in, the program established by this Act.

(2) The Secretary, in consultation with the Administrator, shall promote the development of employment and job training opportunities for veterans by encouraging potential employers to make programs of job training under this Act available for eligible veterans, by advising other appropriate Federal departments and agencies of the program established by this Act, and by advising employers of applicable responsibilities under chapters 41 and 42 of title 38, United States Code, with respect to veterans.

38 USC 2001 *et seq.*, 2011 *et seq.*

(b) The Administrator and the Secretary shall coordinate the outreach and public information program under subsection (a)(1), and job development activities under subsection (a)(2), with job counseling, placement, job development, and other services provided for under chapters 41 and 42 of title 38, United States Code, and with other similar services offered by other public agencies and organizations.

(c)(1) The Administrator and the Secretary shall make available in regional and local offices of the Veterans' Administration and the Department of Labor such personnel as are necessary to facilitate the effective implementation of this Act.

(2) In carrying out the responsibilities of the Secretary under this Act, the Secretary shall make maximum use of the services of State and Assistant State Directors for Veterans' Employment, disabled veterans' outreach program specialists, and employees of local offices appointed pursuant to sections 2003, 2003A, and 2004 of title 38, United States Code. The Secretary shall also use such resources as are available under part C of title IV of the Job Training Partnership Act (29 U.S.C. 1501 et seq.). To the extent that the Administrator withholds approval of veterans' applications under this Act pursuant to section 5(b)(2)(B), the Secretary shall take steps to assist such veterans in taking advantage of opportunities that may be available to them under title III of that Act or under any other program carried out with funds provided by the Secretary.

96 Stat. 1437.

96 Stat. 1380.
29 USC 1721.

96 Stat. 1364.
29 USC 1651.

Small business opportunities.

(d) The Secretary shall request and obtain from the Administrator of the Small Business Administration a list of small business concerns and shall, on a regular basis, update such list. Such list shall be used to identify and promote possible training and employment opportunities for veterans.

Application and certification assistance.

(e) The Administrator and the Secretary shall assist veterans and employers desiring to participate under this Act in making application and completing necessary certifications.

AUTHORIZATION OF APPROPRIATIONS

29 USC 1721 note.

SEC. 16. There is authorized to be appropriated to the Veterans' Administration $150,000,000 for each of fiscal years 1984 and 1985 for the purpose of making payments to employers under this Act and for the purpose of section 18 of this Act. Amounts appropriated pursuant to this section shall remain available until September 30, 1986.

TERMINATION OF PROGRAM

29 USC 1721 note.

SEC. 17. (a) Except as provided under subsection (b), assistance may not be paid to an employer under this Act—

(1) on behalf of a veteran who applies for a program of job training under this Act after September 30, 1984; or

(2) for any such program which begins after December 31, 1984.

(b) If funds are not both appropriated under section 16 and made available by the Director of the Office of Management and Budget to the Veterans' Administration on or before October 1, 1983, for the purpose of making payments to employers under this Act, assistance may be paid to an employer under this Act on behalf of a veteran if the veteran—

(1) applies for a program of job training under this Act within one year after the date on which funds so appropriated are made available to the Veterans' Administration by the Director; and

(2) begins participation in such program within fifteen months after such date.

EXPANSION OF TARGETED DELIMITING DATE EXTENSION

Vocational education program.
29 USC 1721 note.

SEC. 18. (a) Subject to the limitation on the availability of funds set forth in subsection (b), an associate degree program which is predominantly vocational in content may be considered by the Administrator, for the purposes of section 1662(a)(3) of title 38, United States Code, to be a course with an approved vocational objective if such degree program meets the requirements established in such title for approval of such program.

(b) Funds for the purpose of carrying out subsection (a) shall be derived only from amounts appropriated pursuant to the authorizations of appropriations in section 16. Not more than a total of $25,000,000 of amounts so appropriated for fiscal years 1984 and 1985 shall be available for that purpose.

EFFECTIVE DATE

29 USC 1721 note.

SEC. 19. This Act shall take effect on October 1, 1983.

Approved August 15, 1983.

LEGISLATIVE HISTORY—H.R. 2355 (S. 1033):

HOUSE REPORT No. 98-116 (Comm. on Veterans' Affairs).
SENATE REPORT No. 98-132 accompanying S. 1033 (Comm. on Veterans' Affairs).
CONGRESSIONAL RECORD, Vol. 129 (1983):
    June 6, 7, considered and passed House.
    June 15, considered and passed Senate, amended, in lieu of S. 1033.
    Aug. 3, Senate concurred in House amendments.

○

TELEGRAPHIC MESSAGE

NAME OF AGENCY: VACO, WASH, DC

PRECEDENCE: PRIORITY

ACTION:

INFO:

SECURITY CLASSIFICATION:

ACCOUNTING CLASSIFICATION:

DATE PREPARED:

FILE:

FOR INFORMATION CALL

NAME: M. DIAMOND

PHONE NUMBER: 2480

TYPE OF MESSAGE: ☐ SINGLE ☒ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO: ALVARO

00/21

DVB CIRCULAR 22-83-6

AUG 18 1983

SUBJ: EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

1. H.R. 2355 WAS ENACTED AS PL 98-77, ON AUGUST 15, 1983. THE PROVISIONS OF THE ACT TAKE EFFECT OCTOBER 1, 1983. HOWEVER, CONGRESS MUST STILL APPROPRIATE FUNDS AND THE MONEY MUST BE RELEASED TO THE AGENCY. IN THE EVENT FUNDS ARE NOT BOTH APPROPRIATED AND MADE AVAILABLE ON OR BEFORE THE EFFECTIVE DATE, THE TERMINATION DATE OF THE PROGRAM WOULD BE EXTENDED BY PERIODS EQUAL TO THE PERIOD BEGINNING OCTOBER 1, 1983, AND ENDING ON THE DATE FUNDS ARE MADE AVAILABLE.

2. THE TEMPORARY PROGRAM WOULD PROVIDE PAYMENT TO EMPLOYERS WHO HIRE AND TRAIN ELIGIBLE VETERANS. THE PROGRAM WOULD BE CLOSED TO NEW APPLICANTS AT THE END OF FY 1984. NO ASSISTANCE WOULD BE AUTHORIZED TO BE PAID FOR ANY PROGRAM COMMENCING AFTER DECEMBER 31, 1984.

3. THE PROGRAM WILL BE CARRIED OUT BY THE VA. THE STATUTE ALSO ASSIGNS TO THE DEPARTMENT OF LABOR RESPONSIBILITY FOR PROMOTING THE DEVELOPMENT OF EMPLOYMENT AND JOB TRAINING OPPORTUNITIES. BOTH AGENCIES WILL HAVE JOINT RESPONSIBILITIES WITH RESPECT TO OUTREACH,

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SECURITY CLASSIFICATION:

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

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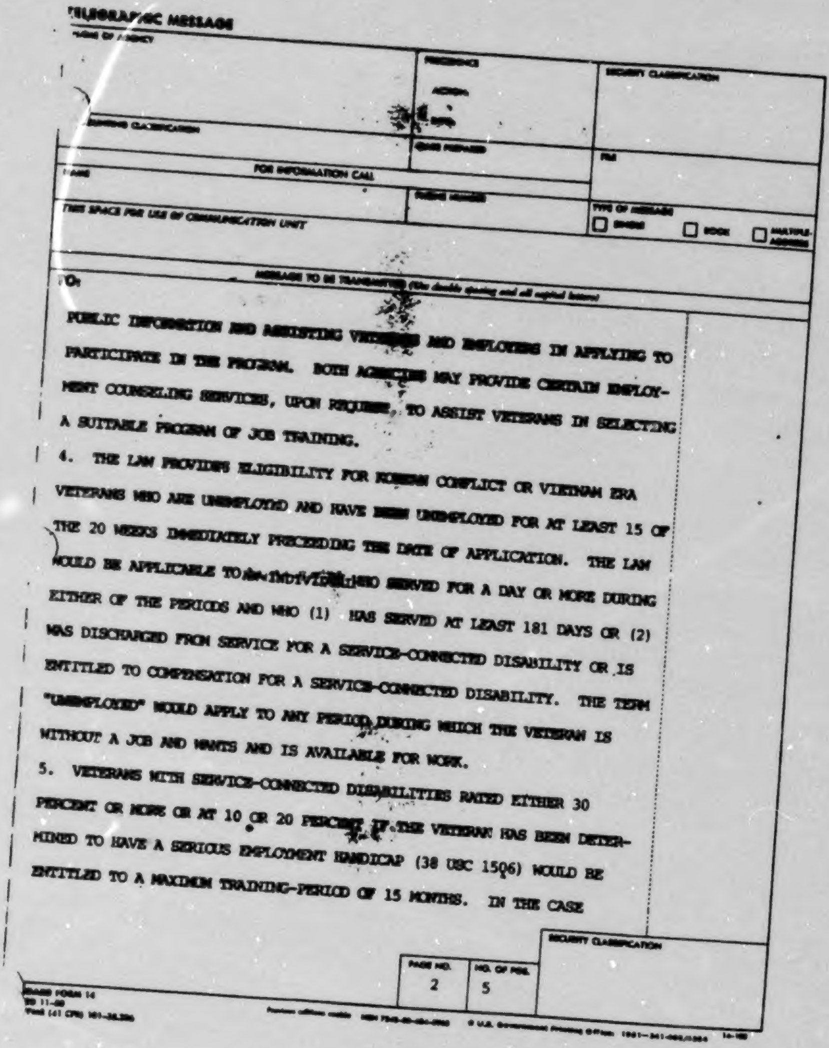

TELEGRAPHIC MESSAGE

NAME OF AGENCY

PRECEDENCE

ACTION

INFO

SECURITY CLASSIFICATION

ACCOUNTING CLASSIFICATION

DATE PREPARED

FILE

FOR INFORMATION CALL

NAME

PHONE NUMBER

THIS SPACE FOR USE OF COMMUNICATION UNIT

TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

TO:

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

PUBLIC INFORMATION AND ASSISTING VETERANS AND EMPLOYERS IN APPLYING TO PARTICIPATE IN THE PROGRAM. BOTH AGENCIES MAY PROVIDE CERTAIN EMPLOYMENT COUNSELING SERVICES, UPON REQUEST, TO ASSIST VETERANS IN SELECTING A SUITABLE PROGRAM OF JOB TRAINING.

4. THE LAW PROVIDES ELIGIBILITY FOR KOREAN CONFLICT OR VIETNAM ERA VETERANS WHO ARE UNEMPLOYED AND HAVE BEEN UNEMPLOYED FOR AT LEAST 15 OF THE 20 WEEKS IMMEDIATELY PRECEDING THE DATE OF APPLICATION. THE LAW WOULD BE APPLICABLE TO AN INDIVIDUAL WHO SERVED FOR A DAY OR MORE DURING EITHER OF THE PERIODS AND WHO (1) HAS SERVED AT LEAST 181 DAYS OR (2) WAS DISCHARGED FROM SERVICE FOR A SERVICE-CONNECTED DISABILITY OR IS ENTITLED TO COMPENSATION FOR A SERVICE-CONNECTED DISABILITY. THE TERM "UNEMPLOYED" WOULD APPLY TO ANY PERIOD DURING WHICH THE VETERAN IS WITHOUT A JOB AND WANTS AND IS AVAILABLE FOR WORK.

5. VETERANS WITH SERVICE-CONNECTED DISABILITIES RATED EITHER 30 PERCENT OR MORE OR AT 10 OR 20 PERCENT IF THE VETERAN HAS BEEN DETERMINED TO HAVE A SERIOUS EMPLOYMENT HANDICAP (38 USC 1506) WOULD BE ENTITLED TO A MAXIMUM TRAINING-PERIOD OF 15 MONTHS. IN THE CASE

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STANDARD FORM 14

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TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE ACTION INFO	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED	FILE
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NAME	PHONE NUMBER	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

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MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

OF OTHER VETERANS MAXIMUM ENTITLEMENT MAY NOT EXCEED 9 MONTHS. THE TRAINING PROGRAM MUST GENERALLY BE NO LESS THAN 6 MONTHS, EXCEPT THAT A PROGRAM OF BETWEEN 3 AND 6 MONTHS COULD BE APPROVED UNDER CERTAIN CIRCUMSTANCES.

6. IN ORDER TO QUALIFY AS A PROGRAM OF JOB TRAINING, AN EMPLOYER'S PROGRAM MUST OFFER TRAINING IN AN OCCUPATION IN A GROWTH INDUSTRY, AN OCCUPATION REQUIRING THE USE OF NEW TECHNOLOGICAL SKILLS, OR AN OCCUPATION FOR WHICH DEMAND FOR LABOR EXCEEDS SUPPLY. THE LAW ALSO CONTAINS OTHER SPECIFIC RESTRICTIONS.

7. THE TRAINING ASSISTANCE AMOUNT PAID TO AN EMPLOYER ON BEHALF OF A VETERAN FOR ANY PERIOD WILL BE 50 PERCENT OF THE VETERAN'S WAGE FOR THE PERIOD UP TO A TOTAL OF $10,000 PAYABLE ON BEHALF OF ANY INDIVIDUAL. THIS WILL NOT INCLUDE ANY INCREASE OVER THE STARTING RATE AND WITHOUT REGARD TO OVERTIME OR PREMIUM PAY. PAYMENT WILL BE MADE TO THE EMPLOYER ON A QUARTERLY BASIS, PAYMENT MAY BE MADE ON A MONTHLY BASIS IN CERTAIN CASES.

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MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

8. AN EMPLOYER MAY ENTER INTO [redacted] WITH AN EDUCATIONAL INSTITUTION THAT HAS BEEN APPROVED FOR THE ENROLLMENT OF VETERANS UNDER CHAPTER 34 TO PROVIDE THE PROGRAM OF TRAINING.

9. PL 98-77 ALLOWS AN EXTENSION OF DELIMITING DATES UNDER 38 U.S.C. 1662(a)(3) FOR VETERANS REQUESTING ASSOCIATE DEGREE PROGRAMS WHICH ARE PREDOMINANTLY VOCATIONAL IN CONTENT; E.G., AN ASSOCIATE IN SCIENCE DEGREE PROGRAM IN WELDING. INSTRUCTIONS ON PROCESSING REQUESTS FOR DELIMITING DATE EXTENSIONS FOR THESE TYPES OF PROGRAMS WILL BE ISSUED AS SOON AS POSSIBLE AFTER FUNDS ARE APPROPRIATED. MEANWHILE, PROCESS SUCH CLAIMS AS FOLLOWS:

a. CONTINUE TO DENY ALL CLAIMS FOR DELIMITING DATE EXTENSIONS UNDER SECTION 1662(a)(3) IF THE PROGRAM REQUESTED LEADS TO AN EDUCATIONAL OBJECTIVE (SEE DVB CIRC. 20-83-1, PAR. 3c), AND

b. MAINTAIN A LIST BY NAME AND FILE NUMBER OF ALL VETERANS WHOSE CLAIMS ARE DENIED IF THEY REQUESTED AN NCD PROGRAM WITH AN EDUCATIONAL OBJECTIVE WHERE AN ASSOCIATE DEGREE IS GRANTED UPON COMPLETION OF THE PROGRAM. THESE ARE CLAIMS THAT ARE DESCRIBED IN DVB

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TELEGRAPHIC MESSAGE

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ACCOUNTING CLASSIFICATION	DATE PREPARED	FILE
FOR INFORMATION CALL		
NAME	PHONE NUMBER	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

[redacted]

REVIEW OF THESE CLAIMS WHEN INSTRUCTIONS ARE ISSUED.

10. IMPLEMENTING INSTRUCTIONS WILL BE ISSUED IN A SEPARATE PUBLICATION AFTER THE PROGRAM IS FUNDED. MEANWHILE A LIST SHOULD BE MAINTAINED BY NAME, ADDRESS AND TELEPHONE NUMBER OF ANY EMPLOYERS WHO INQUIRE ABOUT THIS PROGRAM. DISPOSITION INSTRUCTIONS FOR THIS LIST AND THE LIST IN PAR. 9B WILL BE PROVIDED WITH THE IMPLEMENTING PROCEDURES.

11. NO CONFIRMING COPY WILL BE PRINTED. 225A/20

John W. Hayes Jr.

PAGE NO. 5	NO. OF PGS. 5	SECURITY CLASSIFICATION

GSA FORM 14
JB 11-69
FPMR (41 CFR) 101-35.306

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Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25

September 21, 1983

PUBLIC LAW 98-77, EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

1. General. HR 2355 was enacted as Public Law 98-77 on August 15, 1983. There are two provisions of this law and both are restricted by funding limitations.

a. The major provision of this law is to provide payments to employers on behalf of certain wartime veterans who have been unemployed for long periods of time. It is intended to help defray the costs of hiring and training these veterans for stable and permanent positions that involve significant training. The Job Training Act will be administered by the VA, but the law also assigns to the Department of Labor responsibility for promoting the development of employment and job training opportunities. Both agencies will have joint responsibilities for public information and assisting veterans and employers in applying to participate in a program of job training under this law. Exhibit 1 illustrates the major processing steps leading to the payment to an employer on behalf of a veteran. Exhibit 2 provides a list of the VA forms which will be used.

b. An additional provision of this law permits an extension of delimiting date under 38 U.S.C. 1662(a)(3) for the pursuit of an associate degree program which is predominantly vocational in content by those veterans who otherwise qualify for a delimiting date extension. Instructions concerning the implementation of this provision of the law will be issued separately including counseling procedures. The remainder of this circular with the exception of paragraph 2a will pertain only to the provision in subparagraph a, above.

2. Funding Limitations. Subject to funds being appropriated and made available by OMB (Office of Management and Budget):

a. Funding for FY (fiscal year) 1984 is expected to total $150,000,000 of which $25,000,000 will be available for expenditure under the provisions of paragraph 1b above.

b. One-hundred and fifty million dollars plus any unobligated balance from the FY 1984 funding will be available for obligation during FY 1985.

3. Duration of Job Training Act

a. The act is effective October 1, 1983. However, implementation of the act may be delayed if funds are not both appropriated by Congress and made available to the Veterans Administration.

b. While funds appropriated for this act may remain available until September 30, 1986, the law provides that assistance under this act may not be paid to an employer on behalf of a veteran who applies for a program of job training after September 30, 1984, or for any

Attachment C

program of job training which begins after December 31, 1984. In the event funds are not both appropriated and made available by October 1, 1983, the veteran's deadline for making application is 1 year after the funds are made available and training must commence within 15 months after the funds are made available; otherwise, payments may not be made on behalf of veterans for a program of job training under this law.

4. Veterans' Eligibility

a. To be eligible to participate in a program of job training under this law, the following conditions must be met:

(1) The veteran must be unemployed at the time of his or her application for training and have been unemployed for 15 of the 20 immediately preceding weeks.

(2) The veteran must have been discharged from active military service under conditions other than dishonorable and have served more than 180 days, any part of which occurred during the Korean conflict (June 27, 1950 through January 31, 1955) or Vietnam era (August 5, 1964 through May 7, 1975). If the veteran served 180 days or less, he or she must have been released from active service on account of a service-connected disability or be entitled to receive (or but for the receipt of retired pay be entitled to receive) service-connected disability compensation.

b. A veteran who has a service-connected disability evaluated by the VA as 30 percent or more disabling or who has a service-connected disability evaluated as 10 or 20 percent disabling and has been determined to have a serious employment handicap under the provisions of 38 U.S.C. 1506 is entitled to a maximum training period of 15 months. The length of time that payments may be made on behalf of any other veteran who is in a program of job training under this law is limited to 9 months.

c. If a veteran wishes to participate in a program of job training under this law, he or she must file an application using VA Form 22-8932, Application for a Certificate of Eligibility (under the Emergency Veterans' Job Training Act of 1983 - PL 98-77). This form should be completed and submitted to the nearest VA regional office. The form may be obtained from any VA facility or State Employment Service (Job Service) local office and may be submitted through the State Employment Service (Job Service) local office.

(1) Upon receipt of a properly completed application, the VA regional office will make an eligibility determination and if the veteran meets the basic eligibility requirements, issue a VA Form 22-8928, Certificate of Eligibility for the Emergency Veterans' Job Training Act of 1983 (C/E). This C/E will be valid for a period of 60 days from the issuance date shown on the certificate. The certificate

is simply a statement of basic eligibility and does not guarantee the veteran's participation in a program of job training. The veteran may then take the C/E directly to a potential employer or seek assistance from his or her State Employment Service (Job Service) local office to locate an employer with an approved program of job training.

(2) A veteran may request renewal of the C/E if he or she is unable to locate a job in the 60 day period and continues to meet the unemployment criteria. The veteran requesting renewal should submit a new application form to the VA regional office which made the original eligibility determination. Additionally, the veteran may request renewal on the Notice of Intent to Hire a Veteran (VA Form 22-8930). The basic purpose of this form is described in paragraph 8a.

d. If the veteran's application cannot be approved, he or she will be notified of the disallowance by dictated letter and will be provided a statement of procedural and appellate rights.

5. Approval of Employer's Programs

a. In order to be approved as a program of job training under this law, the program must be at least 6 months in length. Programs between 3 and 6 months in length may be approved if they meet certain additional requirements. Programs must provide training:

(1) In an occupation in a growth industry; or

(2) In an occupation requiring the use of new technological skills; or

(3) In an occupation for which the demand for labor exceeds the supply either nationwide or in the locality where the trainee will be employed.

b. The VA may not approve an employer's program of job training for:

(1) Employment which consists of temporary, intermittent or seasonal jobs;

(2) Employment under which commissions are the primary source of income;

(3) Employment which involves political or religious activities;

(4) Employment with the Federal Government (including the United States Postal Service or the Postal Rate Commission); or

(5) Employment outside the United States, its territories and possessions, the District of Columbia, or the Commonwealth of Puerto Rico.

c. An employer who wishes to apply for approval of a program of job training should submit a properly completed VA Form 22-8931, Employers Application for Approval of a Job Training Program, to the State Employment Service (Job Service) local office or nearest VA regional office. Applications for approval submitted to the State Employment Service (Job Service) will be reviewed and forwarded to the nearest VA regional office. The program of job training for which the employer seeks approval must meet certain requirements and the employer must make certain certifications prior to VA approval.

(1) The program must, among other things, lead to an identifiable occupation, involve significant training, prepare the veteran for the occupation for which trained, and require the full-time employment of the veteran.

(2) The employer must, among other things, certify that he or she is planning to employ the veteran in the position for which trained, that the wages and benefits to be paid the veteran are the same as those paid similarly situated nonveteran trainees, and that adequate records will be kept (and made available for Federal examination) to demonstrate compliance with this law and the nondiscrimination laws currently in effect.

f. All or part of an employer's program of job training may be provided by an educational institution which has courses or programs that have been approved for the training of veterans and other eligible persons under 38 CFR 21.4250 if the employer has entered into an agreement with the institution to provide the training. The agreement between the employer and the educational institution does not relieve the employer of any responsibilities with regard to the program of job training.

g. The employer will be notified in writing of the approval or disapproval of the program of job training. Additionally, the State Employment Service (Job Service) local office will be notified of the approval of the program.

h. Approval of a job training program may be withdrawn if the program fails to meet the criteria for approval, if it is determined that the employer's application contained false certification(s), or if the employer refuses to allow an inspection of the records pertaining to job training under this act.

i. If an employer disagrees with the disallowance of an application for or the withdrawal of approval, he or she may ask that the decision be reviewed by the Director, Education Service.

6. Outreach

a. The VSO (Veterans Services Officer) will be responsible for establishing a comprehensive and effective outreach and public information program:

(1) To inform veterans about the employment and job training opportunities available under this law, and

(2) To inform private industry and business concerns, public agencies and organizations, educational institutions, trade associations, and labor unions about the advantages of participating in a training program under this law.

b. The VSO will work in close cooperation with State Employment Service (Job Service) local office personnel to develop a plan of action designed to provide this information and service to veterans and the business community without fragmentation or duplication of effort.

c. Electronic and print media will be used extensively to inform potential employers of the provisions of this law. Active liaison should be developed with business groups in the community. Extensive use should be made of VA work-study personnel to ensure maximum contact with the business community by mail or telephone.

d. Veterans Services Division personnel will assist veterans and employers desiring to participate under this law in making application and completing the necessary certifications.

7. Counseling. A veteran who is eligible to participate in a job training program may request and receive VA employment counseling to assist him or her in selecting a suitable job training program. The VR&C (Vocational Rehabilitation and Counseling) Division is responsible for providing such VA counseling services. Since counseling is not mandatory, the VA will not normally reimburse the veteran for the expenses of travel in connection with counseling. The VA will reimburse compensable service-disabled veterans for travel in connection with determination of serious employment handicap, or a request for chapter 31 consideration. (Additional instructions will be provided in a separate appendix.) Employment counseling may also be obtained through the State Employment Service (Job Service) local office.

8. Payment of Assistance

a. Before a veteran enters an approved job training program, the employer must submit a VA Form 22-8930, Notice of Intent to Employ a Veteran, which shows, among other things, the projected date of employment and the starting wage rate of the veteran. This form will be submitted to the Houston regional office which has been designated as the CPS (Central Processing Staff); i.e., the office responsible for the obligation and allocation of funds. If funds are not available to make payments to the employer on behalf of the veteran, the VA may withhold or deny approval of the veteran's entry into the job training program.

If the VA cannot approve the veteran's entry into training due to limited funds, the employer must be sent a notice within 2 weeks of the date the employer transmitted to the VA the Notice of Intent to Employ a Veteran.

b. Payments to employers will be made quarterly unless the employer requests monthly payment and has fewer than 75 employees. The amount of payment will be the product of one half of the trainee's beginning hourly wage times the number of hours of training wages paid during the certified period. The total amount of payments to an employer on behalf of a veteran cannot exceed $10,000.

c. The employer will be provided a supply of VA Forms 22-8929, Certification of Training (COT). The number of forms provided will depend on the length of the training program and whether payments will be made quarterly or monthly. The employer must submit to the Houston regional office a COT for each period (month or quarter) for which he or she expects reimbursement. The COT will show the hours worked and indicate whether progress has been satisfactory. The COT will also bear the veteran's statement that he or she has been employed full-time in training during the period certified. The first certification will show the beginning date of training and the starting wage rate.

d. The VA will not pay an employer under this law and a veteran under chapters 31, 32, 34, 35 or 36 of title 38 U.S. Code for the same period of time or for any period the employer received any other form of assistance on account of the veteran's training or employment. This assistance includes, but is not limited to, credit under section 44B of the Internal Revenue Code of 1954, assistance under the Job Training Partnership Act, or assistance from any other government (including State and local) or private program.

9. Overpayments

a. When an employer has been overpaid on behalf of a veteran because of the employer's false certification or noncompliance, the overpayment will constitute a liability of the employer to the United States.

b. When an employer has been overpaid on behalf of a veteran on account of the veteran's false certification or a veteran's having provided false information, the overpayment will constitute a liability of the veteran to the United States.

c. If both the veteran and the employer are found liable for an overpayment, they will be held jointly and severally liable.

d. Any overpayments may be recovered in the same manner as any other debt due the United States or may be waived, in whole or in part, under the provisions of 38 CFR 1.955 through 1.970.

10. Liaison and Compliance

a. The ELR (Education Liaison Representative) must maintain close liaison with employers seeking approval of their programs of job training. In order to minimize administrative delays, preapproval site visits will not be routinely conducted. However such visits may be required to verify that the requirements for approval are met and insure a training situation exists. At the discretion of station management, VA employees other than the ELR may perform these visits. Additionally, the report of a visit by a Department of Labor representative may be acceptable in lieu of a visit by a VA employee if the required information can be obtained from the report.

b. The ELR should also maintain close liaison with State Employment Service (Job Service) local office personnel to insure the effective exchange of information necessary for the successful administration of this act.

c. The VA is responsible for monitoring both employers and veterans participating in job training and investigating matters relating to compliance under this law. Education Benefits Specialists will conduct compliance surveys at selected job training locations. These surveys will consist of examination of records and questioning of employees by visiting the premises where any part of the job training is conducted or any area where employer's records are kept. Other VA employees may conduct these compliance surveys at the discretion of station management.

11. Additional Instructions. Detailed instructions concerning adjudication procedures, Target inquiry, outreach, counseling, CPS operation, approval of programs, and compliance will follow in separate appendixes. Additional instructions will be issued as required.

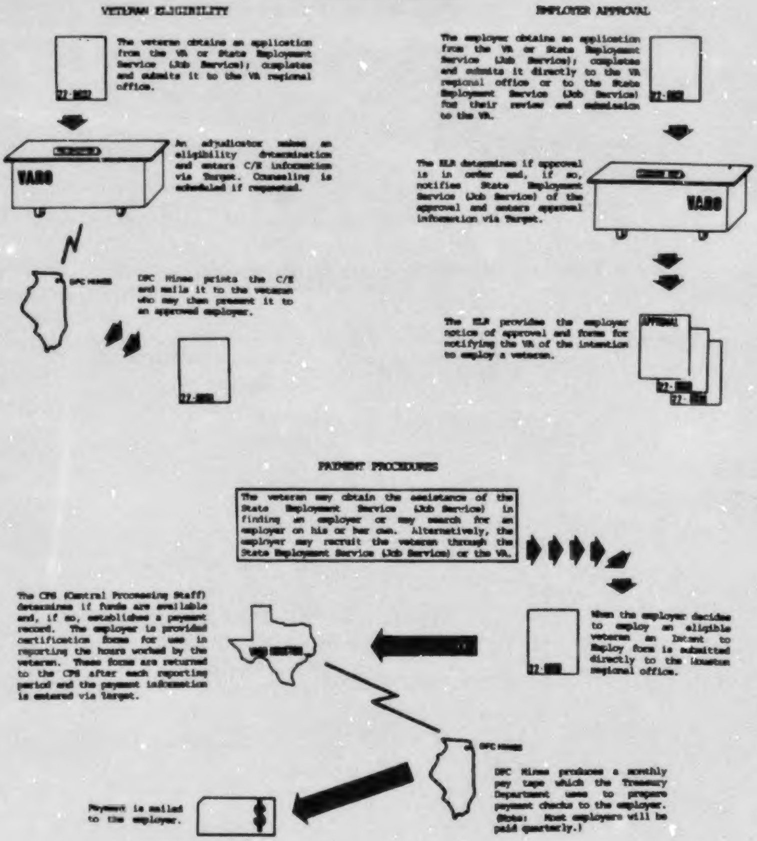
12. RESCISSION: DVB Circular 22-83-6 (TWX only).

DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 290[illegible]
FD FLD: RPC 2223, plus 5 additional copies
for ELR in ROA; VBC, 1 each
EX: ASO and AR, 1 each

Exhibit 1

PROCESSING OVERVIEW



VETERAN ELIGIBILITY

The veteran obtains an application from the VA or State Employment Service (Job Service); completes and submits it to the VA regional office.

An adjudicator makes an eligibility determination and enters C/E information via Target. Counseling is scheduled if requested.

DPC Hines prints the C/E and mails it to the veteran who may then present it to an approved employer.

EMPLOYER APPROVAL

The employer obtains an application from the VA or State Employment Service (Job Service); completes and submits it directly to the VA regional office or to the State Employment Service (Job Service) for their review and submission to the VA.

The ELR determines if approval is in order and, if so, notifies State Employment Service (Job Service) of the approval and enters approval information via Target.

The ELR provides the employer notice of approval and forms for notifying the VA of the intention to employ a veteran.

PAYMENT PROCEDURES

The veteran may obtain the assistance of the State Employment Service (Job Service) in finding an employer or may search for an employer on his or her own. Alternatively, the employer may recruit the veteran through the State Employment Service (Job Service) or the VA.

When the employer decides to employ an eligible veteran an Intent to Employ form is submitted directly to the Houston regional office.

The CPS (Central Processing Staff) determines if funds are available and, if so, establishes a payment record. The employer is provided certification forms for use in reporting the hours worked by the veteran. These forms are returned to the CPS after each reporting period and the payment information is entered via Target.

DPC Hines produces a monthly pay tape which the Treasury Department uses to prepare payment checks to the employer. (Note: Most employers will be paid quarterly.)

Payment is mailed to the employer.

APPLICATIONS AND OTHER FORMS

VA Form 22-8928	Certificate of Eligibility for the Emergency Veterans' Job Training Act of 1983
VA Form 22-8929	Certification of Training (Under the Emergency Veterans' Job Training Act of 1983 - PL 98-77)
VA Form 22-8930	Notice of Intent to Employ a Veteran (Under the Emergency Veterans' Job Training Act of 1983 - PL 98-77)
VA Form 22-8931	Employer's Application for Approval of a Job Training Program (Under the Emergency Veterans' Job Training Act of 1983 - PL 98-77)
VA Form 22-8932	Application for Certificate of Eligibility (Under the Emergency Veterans' Job Training Act of 1983 - PL 98-77)

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25
Appendix A
October 5, 1983

TARGET PROCESSING UNDER THE EMERGENCY VETERANS' JOB TRAINING ACT

1. Purpose. This appendix provides a basic introduction to Target processing and information about the Target screens available for inquiry under the Emergency Veterans' Job Training Act of 1983 (PL 98-77).

2. General. The Target System has been enhanced to store both veterans' and employers' master records, issue C/E's (Certificates of Eligibility), and process COT's (Certifications of Training) for payments. Every employee with a TAC (Target Access Card) will be permitted to inquire about these records.

a. A Target record will be established for every veteran who submits a formal application for a C/E under this Act. The J01 screen, PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT, and the J02 screen, PUBLIC LAW 98-77 FINANCIAL INFORMATION, are accessed by using the command "JOBS."

b. A Target record will also be established for every employer who has a program of job training approved by the VA under this Act. The J03 screen, JOB TRAINING ACT APPROVED EMPLOYER PROGRAMS, is accessed by use of the command "JBNK."

3. System Processing

a. Unlike our traditional methods of processing (i.e., cycle or batch which provides periodic record update), the master records under this Act will be updated immediately in most cases. This means that when a record is changed and the Enter key is pressed, these changes immediately become a part of the master record. Detailed instructions for the immediate updating of these records will appear in the appendixes which describe Adjudication, CPS (Central Processing Staff), and Liaison procedures, respectively.

b. Not all processing will be immediate, however. Some batch processing will still be necessary.

(1) At least twice each week a processing run will issue a C/E to those veterans who are due them. This run will also update the status of these records to reflect that C/E's have been issued.

(2) Every month a payment processing run will generate payments to employers. The status of these records will also be updated to show the latest activity. This run will also update records with no activity within 61 days after issuance of C/E's to reflect that these C/E's have expired.

4. Screen Access - Inquiry

a. The command "JOBS," the operator's password, and the veteran's file number are the only entries required on the Ready screen to

Attachment D

access a veteran's record. If a veteran's master record has been established (i.e., the Adjudication Division has received and processed a formal application), the J01 screen will be displayed with information regarding the veteran whose file number was entered. If no master record exists for that file number, however, the Ready screen will be returned with the message "NO RECORD FOUND START NEW COMMAND WITH PA2 KEY."

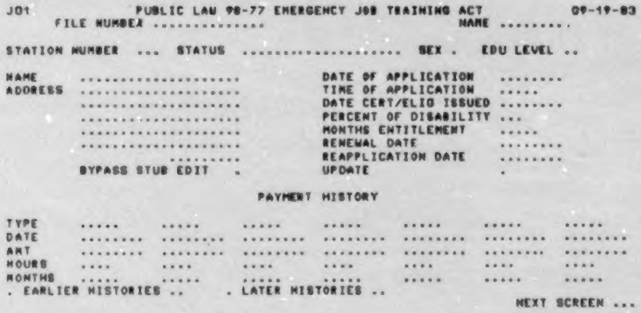
(NOTE: You will be able to access the J02 screen only from the J01 NEXT SCREEN field, but not until October 24, 1983.)

b. The command "JBNK," the operator's password, and the employer number entered in the FILE NUMBER field are the only acceptable READY screen entries for retrieval of employer program approval information. This employer record is established by the ELR (Education Liaison Representative) whenever he or she approves a job training program under this Act. If an employer record has been established, the J03 screen will be displayed with information regarding the employer whose number was entered. If no record exists for that number, however, the Ready screen will be returned with the message "NO RECORD FOUND START NEW COMMAND WITH PA2 KEY."

5. J01 Screen - Inquiry

a. This screen is completed by Adjudication personnel upon receipt of the veteran's application and after an eligibility determination has been made.

b. The following fields are displayed on this screen. (See exhibit 1.)



```
J01            PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT          09-19-83
     FILE NUMBER ..............                           NAME .........

STATION NUMBER  ...  STATUS  .....................  SEX .  EDU LEVEL ..

NAME      .....................          DATE OF APPLICATION   ........
ADDRESS   .....................          TIME OF APPLICATION   .....
          .....................          DATE CERT/ELIG ISSUED ........
          .....................          PERCENT OF DISABILITY ...
          .....................          MONTHS ENTITLEMENT    .....
          .....................          RENEWAL DATE          ........
                     ..........          REAPPLICATION DATE    ........
          BYPASS STUB EDIT   .           UPDATE                .

                              PAYMENT HISTORY

TYPE      .....     .....     .....     .....     .....     .....     .....
DATE      ........  ........  ........  ........  ........  ........  ........
AMT       ........  ........  ........  ........  ........  ........  ........
HOURS     ....      ....      ....      ....      ....      ....      ....
MONTHS    .....     .....     .....     .....     .....     .....     .....
. EARLIER HISTORIES ..     . LATER HISTORIES ..
                                                            NEXT SCREEN ...
```

Exhibit 1

(1) FILE NUMBER. This is the veteran's file number.

(2) NAME. The stub name of the veteran appears in this field.

(3) STATION NUMBER. This is the field station which established the record or which now has jurisdiction over the veteran's job training program.

(4) STATUS. This field identifies the present status of the case from receipt of application through termination or purging of the master record. The code will always be displayed first, followed by the legend.

(a) 0 - DISALLOWED. This legend means that the veteran's original application was disallowed.

(b) 1 - APPL/RENEW RCVD. This legend means that the veteran's original application or request for renewal has been received, and a Certificate of Eligibility is pending issuance.

(c) 2 - CERT/ELIG ISSUED. A C/E has been furnished the veteran.

(d) 3 - CERT/ELIG EXPIRED. This legend means that more than 60 days have passed since a C/E was issued and no other activity (e.g., renewal request or employment) has taken place.

(e) 4 - INTENT/EMPLOY RECVD. An Intent to Employ the veteran in an approved program has been processed by the CPS at the Houston regional office.

(f) 5 - COT RECVD - ACTIVE. The veteran's employer has submitted a COT (Certification of Training) which has been processed for payment by the CPS.

(g) 6 - PAYMENT MADE. This legend indicates that payment was issued to the employer on behalf of the veteran. The date and amount of payment can be seen in the PAYMENT HISTORY (see subparagraph (16) below).

(h) 7 - RECORD SUSPENDED. A master record with this legend displayed has been placed in suspense by the CPS.

(i) 8 - RECORD TERMINATED. The veteran has either completed the training program or has been terminated from further employment and training.

(j) A - PURGE. This legend indicates that the veteran's record will be purged from the system during the next payment processing run.

(5) SEX. The veteran's sex (M or F) is displayed in this field.

(6) EDU LEVEL. The highest grade level attained by the veteran at time of application will be displayed (see M22-2, part VIII, paragraph 3.04 for the codes and their descriptions).

(7) NAME/ADDRESS. This field should reflect the veteran's name and current address.

(8) DATE OF APPLICATION. The date of receipt o a formal application in the regional office will be reflected in this field.

(9) TIME OF APPLICATION. This field will not be used at the present time.

(10) DATE CERT/ELIG ISSUED. When the Hines DPC produces a C/E (whether original or renewal) for mailing, the date of issuance will be displayed in this field. The expiration date will be 60 days after the issuance date.

(11) PERCENT OF DISABILITY. The combined evaluation of the veteran's service-connected disabilities will be displayed. NSC means the veteran has no service-connected disabilities . A zero indicates a 0% evaluation.

(12) MONTHS ENTITLEMENT. This field represents the maximum number of months for which an employer can be paid on behalf of the veteran.

(13) RENEWAL DATE. If a veteran's request for renewal of a C/E is received prior to the date on which it expires, the date of receipt is displayed.

(14) REAPPLICATION DATE. If a veteran applies after the expiration of the C/E, this field displays the date of receipt of the new application.

(15) UPDATE. This field is used only by Adjudication personnel when establishing or changing a record and will display no information.

(16) PAYMENT HISTORY. These fields present a description of each payment made to an employer during the period for which training was conducted. Cumulative totals, by fiscal year, will also be displayed. Payments are differentiated by the TYPE field, as explained below. The remaining fields (DATE, AMT, HOURS, & MONTHS) are self-explanatory.

(a) FY1. All payments made in the first fiscal year (FY) are totaled and displayed in this field.

(b) FY2. All payments made during the second FY are totaled and displayed in this field.

(c) FY3. Third FY payments appear in this field. If payments span all three FY's, the order of display is FY3, FY2, and FY1. The most current FY total is displayed first.

(d) RECUR (recurring). Payments made to an employer as a result of certification processing by the CPS will reflect this type of payment.

(e) PRCDS (proceeds). It is possible for a payment to be returned and placed into proceeds. When this payment is reissued by itself (i.e., no certification of training has been processed to release payment on this case since the last run) during the next payment processing run, PRCDS appears in this field. Recurring and proceeds payments are displayed by date with the most recent payment appearing to the immediate right of the earliest FY segment.

(17) EARLIER HISTORIES/LATER HISTORIES. These fields are used to show the number of "PAYMENT HISTORY" segments that are available, but are not being displayed at that time. The number appearing to the right of the legend represents the number of additional segments available. In order to access those additional segments, it will be necessary to place a "Y" in the appropriate field to the left side of the legend and depress the Enter key.

(18) NEXT SCREEN

(a) By typing "END" (or leaving this field blank) and depressing the Enter key, inquiry processing will be terminated.

(b) "J02" in this field will result in the display of the J02 screen.

(NOTE: The J02 SCREEN WILL NOT BE OPERATIONAL UNTIL 10/24/83. IN THE MEANTIME, TERMINATE PROCESSING AS DESCRIBED IN SUBPARAGRAPH (a) ABOVE.)

6. J02 Screen - Inquiry

a. This screen is completed and updated only by Finance personnel in the CPS in two stages. The lower half of the screen is completed when VA Form 22-8930, Notice of Intent to Employ a Veteran, is received from an employer. After completion of the INTENTION TO EMPLOY fields, the certificate of training information is completed upon receipt of VA Form 22-8929, Certificate of Training.

b. The following fields are identical to those displayed on the J01 screen. See paragraph 4b for a description.

(1) FILE NUMBER

(2) NAME

(3) UPDATE

(4) STATUS

(5) STATION

c. The following fields are also displayed on this screen (see exhibit 2).

(1) Certificate of Training Information. The first five fields (TOTAL HOURS, TOTAL MONTHS, BEGINNING DATE, ENDING DATE, and TERMINATE) will be displayed from the time the certifichtion information is entered (STATUS will be "5 - COT RECVD - ACTIVE") until the payment processing run. The payment processing run will change the status of the case from "5" to "6" (or "8" if being terminated) and delete the entries in these fields.

(a) TOTAL HOURS. An entry in this field represents the total hours worked by the veteran during the period being certified.

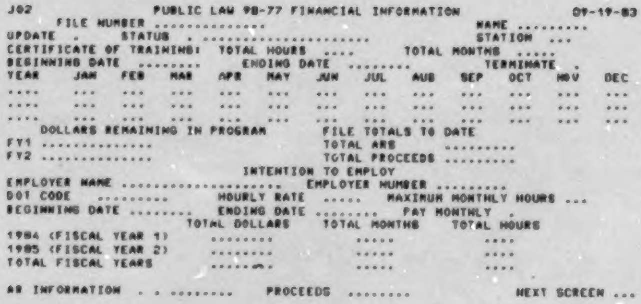
(b) TOTAL MONTHS. This field shows the number of months used during the period being certified, and represents a relationship between hours worked and total hours. The total number of hours in the veteran's program divided by total months divided into hours worked in the period being certified equals the months entitlement used and is displayed in this field. It is possible to use more or less than one month's entitlement in a given month if the veteran worked more or less than the average number of hours in that month. For example, a 6-month program with 900 hours averages 150 hours per month. If a certification has 175 hours worked in a particular month (which is permitted), TOTAL MONTHS would appear as 1.17.

(c) BEGINNING DATE/ENDING DATE. These fields represent the first and last dates, respectively, of the period being certified.

(d) TERMINATE. A "Y" in this field indicates that the veteran's training has been terminated.

(e) YEAR and JAN through DEC. These fields display the hours worked by individual month and year. Unlike the fields mentioned in subparagraphs (a) through (d) above, these fields are not deleted during the monthly payment processing run. They remain a part of the master record.

(2) DOLLARS REMAINING IN PROGRAM and FILE TOTALS TO DATE. These fields are not displayed for anyone outside the CPS.



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J02                PUBLIC LAW 98-77 FINANCIAL INFORMATION                09-19-83
      FILE NUMBER ..............                                  NAME .........
UPDATE  .     STATUS  . ......................                    STATION  ...
CERTIFICATE OF TRAINING:  TOTAL HOURS  ....     TOTAL MONTHS  .....
BEGINNING DATE  ........     ENDING DATE  ........         TERMINATE  .
YEAR     JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG    SEP    OCT    NOV    DEC
....     ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...
....     ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...
....     ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...    ...
      DOLLARS REMAINING IN PROGRAM       FILE TOTALS TO DATE
FY1 ..............                       TOTAL ARS      .........
FY2 ..............                       TOTAL PROCEEDS .........
                               INTENTION TO EMPLOY
EMPLOYER NAME ...................   EMPLOYER NUMBER .........
DOT CODE   .........     HOURLY RATE  .....   MAXIMUM MONTHLY HOURS ...
BEGINNING DATE ........  ENDING DATE ........   PAY MONTHLY  .
                        TOTAL DOLLARS    TOTAL MONTHS    TOTAL HOURS
1984 (FISCAL YEAR 1)     ........          .....            ....
1985 (FISCAL YEAR 2)     ........          .....            ....
TOTAL FISCAL YEARS       ........          .....            ....

AR INFORMATION  . . ........   PROCEEDS  ........             NEXT SCREEN ...
```

Exhibit 2

(3) INTENTION TO EMPLOY Information. These fields identify the veteran's employer and approved job training program.

(a) EMPLOYER NAME and EMPLOYER NUMBER. The employer who has agreed to hire and train the veteran is identified by the information entered in these two fields. Additional employer information can be obtained by using the employer number with the "JBNK" command.

(b) DOT CODE. This field displays the veteran's job training program by the number assigned from the DOT (Dictionary of Occupational Titles).

(c) HOURLY RATE. This field reflects the beginning hourly rate of wages to be paid the veteran.

(d) MAXIMUM MONTHLY HOURS The maximum number of hours for which an employer can be paid in any one month appears in this field.

(e) BEGINNING DATE and ENDING DATE. These two fields indicate the training program's beginning date and the expected ending date, respectively.

(f) PAY MONTHLY. A "Y" appearing in this field means that the veteran's employer will receive payment on a monthly basis if certifications are timely received. "N" or a blank indicates that payments will be made quarterly.

(g) TOTAL DOLLARS, TOTAL MONTHS, and TOTAL HOURS. When the CPS receives notification from an employer of intent to employ the veteran in an approved program, calculations are undertaken to project total payments to be made. These fields display the amount of the total projected payments as well as a breakdown by fiscal year.

(h) AR INFORMATION. If the employer has been overpaid, the type, status, and amount of the accounts receivable will be displayed. The amount is self-explanatory. The type and status will indicate who is obligated to repay the debt and at what stage of collection it is in.

1. The first character indicates the type of debt. The three possible types are:

1-Employer's Debt
2-Veteran's Debt
3-Employer's/Veteran's Joint Debt

2. The second character identifies the status of the debt. The 12 possibilities are:

A-Collectible A/R
B-Deduction From Employer Payments
C-Deduction From Veteran's Benefits
D-Repayment Plan Established
E-Waiver/Dispute Pending
F-Appeal Pending
G-Referred To U.S. Attorney
H-Referred To District Counsel
I-Deduction From Employer's Payment On Other JOBS Record
J-Debt Recovered
K-Uncollectible A/R-Reported To GAO
L-Uncollectible A/R-Not Reported To GAO
M-Debt Waived

(i) PROCEEDS. If proceeds are to be reissued to the employer, the amount of payment appears in this field.

(j) NEXT SCREEN. Acceptable entries are "END" or spaces to terminate processing, or "J01" to request that screen.

7. The J03 Screen - Inquiry

a. When the ELR at a field station approves an employer's job training program, the information is entered into the Target System under the employer number also through the "JBNK" command. Although the employer may have several approved programs, only one employer number is assigned. Through inquiry, a person can obtain a list of approved job training programs for an employer.

b. The following fields are displayed on this screen. (See exhibit 3.)

(1) EMPLOYER NUMBER. This is an identification number assigned to an employer by the VA.

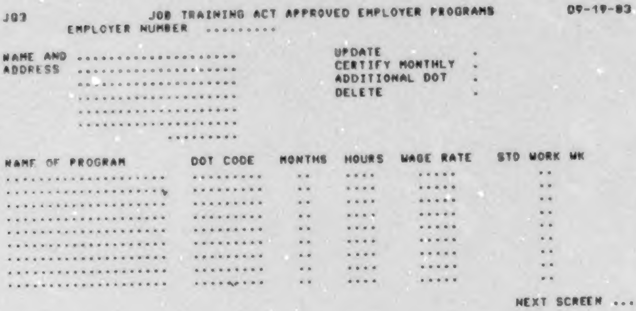
(2) NAME AND ADDRESS. The employer's name, address, and ZIP code are displayed in this field.

(3) UPDATE. This is not a display field. It will be used only by the ELR to add, delete, or correct information on this screen.

(4) CERTIFY MONTHLY. A "Y" in this field means that the employer is permitted to submit certification and receive payment on a monthly basis.

(5) ADDITIONAL DOT. If an employer has more than nine approved programs, a "Y" will be displayed in this field. A card file will be kept at the regional office to identify the additional programs (disposition instructions will be forthcoming).

(6) DELETE. This is not a display field.



```
J03              JOB TRAINING ACT APPROVED EMPLOYER PROGRAMS          09-19-83
        EMPLOYER NUMBER  .........

NAME AND ....................                    UPDATE             .
ADDRESS  ....................                    CERTIFY MONTHLY    .
         ....................                    ADDITIONAL DOT     .
         ....................                    DELETE             .
         ....................
         ....................
                   .........

NAME OF PROGRAM         DOT CODE   MONTHS   HOURS   WAGE RATE   STD WORK WK
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
....................    .........    ..      ....     .....         ..
                                                           NEXT SCREEN ...
```

Exhibit 3

(7) NAME OF PROGRAM and DOT CODE. These two fields identify the approved job training programs by name and number.

(8) MONTHS and HOURS. The approved length of the program will be displayed in these two fields.

(9) WAGE RATE. The approved beginning hourly wage rate appears in this field.

(10) STD WORK WK. This field identifies the number of hours in this program's standard work week.

(11) NEXT SCREEN. The inquiry function can be terminated by entering "END" or leaving spaces in this field. You cannot access J01 or J02 screens from this screen.

8. CAI LESSONS . Two CAI (computer-assisted instruction) lessons (JOBS-INQ and JBNK-INQ) concerning Target inquiry processing are available to all field station personnel who have Target access authority. You are strongly urged to familiarize yourself with the screens and the information displayed on them through the use of these lessons.

Dorothy L. Starbuck
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223, plus 5 additional copies for ELR in ROA;
10 copies for 362; 10 copies for 201;
VBC, 1 each; Vet Centers, 2 each
EX: ASO and AR, 1 each

Department of Veterans Benefits
Veterans Administration
Washington, D. C. 20420

DVB Circular 20 83-25
Appendix B
October 11, 1983

OUTREACH AND PUBLIC INFORMATION PROGRAM

1. PURPOSE. This appendix provides guidelines for implementation of the Outreach and Public Information Program provisions of PL 98-77, Emergency Veterans' Job Training Act of 1983.

2. BACKGROUND

a. Section 15 of PL 98-77 provides that the Administrator and the Secretary of Labor will jointly provide for an outreach and public information program:

(1) To inform veterans about the employment and training opportunities available under this law; and

(2) To inform private industry and business concerns, public agencies and organizations, educational institutions, trade associations, and labor unions about the advantages of participating in the program established by this law.

b. This section of the law also requires that the VA take an active role in promoting the development of employment and job training opportunities for veterans by encouraging potential employers to make programs of job training available for eligible veterans.

3. PROGRAM RESPONSIBILITY. Primary responsibility for establishing a comprehensive and effective outreach and public information program at the regional office level has been delegated to the VSO (Veterans Services Officer).

4. IMPLEMENTATION. In order to facilitate efforts to implement the statutory directives and assure a minimum level of outreach and public information, several basic elements will be required to be implemented by all field stations:

a. Coordination With DOL (Department of Labor) and SES (State Employment Service (Job Service)). As soon as possible, the VSO should arrange to meet with the State Director, Veterans Employment and Training Service, and key officials from the State Employment Service (Job Service). This initial meeting will be to develop a plan of action designed to ensure that information and service is provided to veterans and the business community without fragmentation or duplication of effort. The procedures for coordination of information and referral provided in the VA-DOL agreement should provide a sound basis for the procedures to be established for this new program. A specific work plan should be developed which will address a variety of program needs including:

Attachment E

(1) Publicity and Outreach - This involves the use of media and other mechanisms to apprise veterans, employers, labor, veterans organizations and the general public of the opportunities, services and resources available under this law.

(2) Information and Referral - VSO's and SES personnel should seek to improve their own agencies' in-house capability for delivering assistance under this program by identifying and sharing information necessary to link program participants (veterans and employers) with convenient access to service providers. For example, VBC's (Veterans Benefits Counselors) in the Telephone Interview Unit should be provided with the names, addresses and telephone numbers of LVER's (Local Veterans Employment Representatives) and DVOP (Disabled Veterans Outreach Program) representatives so that employers seeking assistance in developing a training program outline can be referred to a specific SES representative. In addition, information related to specific regional office operations should be provided to SES personnel. For example, they should be provided with a listing of VA's toll-free telephone numbers and an explanation of Target assistance and the regional office's inquiry resolution process.

(3) Employment and Training Program Development, Job Matching and Referral - A determination must be made as to what resources are available to effectively implement the job development activities mandated under this act. In addition, processes and procedures must be developed to facilitate the matching of qualified veteran applicants with approved job training programs.

(4) Employment Counseling and Related Services - Every effort should be made to enhance the employment potential of veterans requesting assistance under this new program through employment counseling and related services. A broad range of counseling services, including selecting an objective and coping with problems of job and personal adjustment, is provided by the staff of the VR&C (Vocational Rehabilitation and Counseling) Division. These and other counseling services may be furnished upon the veteran's request. The procedures for providing these services are described in Appendix D, VR&C Division Services Under Public Law 98-77, Emergency Veterans' Job Training Act of 1983. Career Development Centers should be utilized as appropriate to provide additional services such as improving the veteran's interview skills. Efforts should also be made to utilize other community resources.

b. Coordination With Other Community Resources. Every effort should be made to identify and make maximum use of existing community resources. Particular attention should be paid to the potential for coordination with DM&S' (Department of Medicine and Surgery's) readjustment counseling program through contact with those Vet Centers located in the regional office jurisdiction. Efforts should also be made to contact local chambers of commerce, labor councils and other interested organizations and associations to present the program and to solicit support in recruiting employers to participate.

c. Training. To ensure that the specific provisions of this law are implemented in a uniform and coordinated manner, the VSO or an appropriate designee will participate with DOL and SES officials in providing appropriate training for LVER's and DVOP representatives. Training should include a review of the procedures involved in processing a veteran's application for participation in the job training program, as well as the approval process and payment procedures for employers. Other topics for discussion should include the coordination of outreach efforts, information and referral processes, and counseling and supportive services. Where practical, VSD (Veterans Services Division) personnel who may be involved in the job development or outreach functions should be encouraged to participate. Participation should also be encouraged from veterans organizations and other community-based organizations which may significantly affect the operation of this program.

5. OUTREACH

a. A variety of approaches should be utilized to sharpen the community's focus on the job training program. Outreach and public information at the local level is critical to the success or failure of this program. The most productive plan must necessarily involve a unified effort on the part of the VA, DOL and SES. Coordination can assure the best utilization of our resources and minimize the risk of duplication of effort in some instances and lack of performance in others.

b. Outreach efforts should be focused on two distinct target audiences: eligible veterans and employers. Areas of responsibility should be delegated to specific groups or individuals based on their particular talents or areas of expertise.

c. Specific outreach strategies must be left to individual stations in order to complement local programs and initiatives. However, it is anticipated that outreach efforts should include contact with employers identified on the active and inactive OJT approval lists who may qualify for approval under this law. It should also include personal contacts with local business organizations and associations to solicit their participation and support. These should include contacts with locally established business development agencies. Finally, extensive use should be made of the media. Full advantage should be made of both the news and public information programing provided by radio and television as well as the print media.

6. WORK-STUDY. Extensive use should be made of VA work-study personnel to supplement VA and SES personnel in our outreach to veterans and the business community. However, before placing work-study students in SES local offices, VA personnel should review the specific requirements related to work-study assignments and supervision contained in M27-1, part I, paragraphs 9.10 and 9.11 with the appropriate employment service personnel.

7. REPORTING PROCEDURES AND WORK-MEASUREMENT

a. Activities meeting the definition of reportable end products will be reported as such to generate standard manhours through the existing end product structure. Job development activities and liaison with DOL and SES will be reported as "Other Measured Hours." Job development will include those hours expended in OJT outreach activities to specific employer work sites. Liaison with DOL and SES will include only those hours associated with coordinating program processes and procedures associated with the Emergency Veterans' Job Training Act. Contacts with employer groups, community organizations, trade associations, labor unions, etc., should continue to be reported as "Information Dissemination."

b. Use the following format to report data relative to this program as item (5) on the Monthly Narrative Report, RCS 27-26:

(5) PL 98-77 Statistical Data

(a) Job Development Activity
    (1) Number of employer contacts
    (2) Number of hours expended

(b) Liaison With DOL/SES Personnel
    (1) Number of contacts
    (2) Number of hours expended

(c) Information Dissemination (Group Contacts)
    (1) Number of group presentations
    (2) Total number of participants
    (3) Total hours expended

Dorothy L. Starbuck
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223, plus 5 additional copies each for ELR and Veteran Services Officers in ROA; VBC, 1 each; Vet Centers, 2 each
EX: ASO and AR, 1 each

DVB Circular 20-83-25
Appendix C
October 11, 1983

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

ADJUDICATION PROCEDURES

1. Purpose. This appendix provides detailed instructions for processing veterans' applications for participation in a program of job training under the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77) and for the review of VA Forms 22-8930, Notice of Intent to Employ a Veteran (Under the Emergency Veterans' Job Training Act of 1983 - PL 98-77).

2. General. Adjudication personnel have two major areas of responsibility pertaining to the administration of PL 98-77. They must determine each veteran's eligibility to participate in job training under this law and, once the veteran has secured employment in a program of job training, review the evidence of record to insure the veteran is not training for an occupation for which he or she is already qualified by reason of previous training or experience. The CPS (Central Processing Staff) at the Houston regional office is responsible for processing payments to employers on behalf of eligible veterans in training and for controlling the funds available for such payments.

3. Routing of Incoming Mail

a. Incoming mail will be processed under current procedures. VA Forms 22-8932, Application for Certificate a of Eligibility, will be routed to the DTU (Data Terminal Unit) or Adjudication Division, as appropriate, for assignment of a file number in BIRLS (Beneficiary Identification and Records Locator Subsystem).

(1) A lightweight yellow claims folder will be established if no claims folder currently exists. The yellow folders (Stock Number NSN 7530-00-761-4110) will be distributed to regional offices in the near future. Until the yellow folders are available, red rope folders will be used.

(2) File numbers will not be assigned by use of CEST (Claims Establishment) transactions on Target. Rather, for each application received which does not indicate a file number has been previously assigned, a BINQ (BIRLS Inquiry) transaction will be processed. If there is no record of a previously assigned file number, a VA Form 00-7213, Index and Locator Master Record File Maintenance Input Sheet, will be prepared and routed to the DTU requesting file number assignment via ARS (Advanced Record System). Upon receipt of the file number assignment reply message from BIRLS, the message will be filed in the claims folder The folder and application will then be routed to the Adjudication Division for further processing.

b. If an existing folder is located in another station or the RPC (Records Processing Center), request for transfer of that folder will be made using procedures currently in effect.

ATTACHMENT F

c. A claims folder will not be routinely established upon receipt of any other mail pertaining to job training under PL 98-77.

d. Mail pertaining to a veteran's eligibility for job training, the employer's Notice of Intent to Employ a Veteran (VA Form 22-8930) and copies of COT's (Certificates of Training) (VA Form 22-8929) will be routed to the Adjudication Division. Instructions concerning other mail pertaining to job training will be provided in other appendixes.

4. Determining Eligibility. A veteran must apply for a C/E (Certificate of Eligibility) using VA Form 22-8932, Application for a Certificate of Eligibility. To be eligible for a C/E, the veteran must meet the eligibility criteria contained in paragraph 4a of the basic circular. Eligibility determinations will be made by a journeyperson adjudicator or above. At the discretion of the Adjudication Officer, these decisions may be reviewed prior to entry of C/E information on Target.

5. Evidence of Service

a. Evidence of service requirements for this law are not the same as those for other VA education benefit programs. Evidence of service which was acceptable at the time it was first submitted will be acceptable for purposes of determining eligibility under this act (e.g., a photocopy of a DD214 which appears regular on its face and was first submitted during 1975 would be acceptable as evidence of service). If acceptable evidence of service is not already of record nor submitted by the veteran, procedures currently in effect will be used to request verification of service from the appropriate service department.

b. To be eligible for job training under this law, the veteran must have been released from active duty under conditions other than dishonorable. Therefore, if the evidence shows that the veteran was not released under general or honorable conditions, the procedures outlined in M21-1, paragraphs 14.01 and 14.02 must be followed and an administrative decision made.

6. Evaluating Employment History

a. The veteran's unemployment status must be determined utilizing the information provided by the veteran on VA Form 22-8932 and evidence already of record. Unless apparent discrepancies exist or there are major omissions (e.g., employment history), further development will not be undertaken.

b. The adjudicator will review the employment history shown in items 11a and 11b of the VA Form 22-8932 to determine if the veteran is currently unemployed and to determine the number of weeks the veteran has been employed during the past 20 weeks. If the veteran is currently unemployed and has been unemployed for 15 of the past 20 weeks, the unemployment criteria are met.

c. In considering periods of employment, do not include employment such as day-labor or casual work. It is not the intent of this law to penalize the veteran who obtains, on an occasional basis (one or two times a week), a day (or part of a day) of employment. This, however, should not be construed to mean that veterans who are underemployed (as opposed to unemployed) are eligible to participate in job training under this act. A person who is underemployed has a steady job although it might not be a full-time daily job. Any reasonable doubt which arises in determining the employment or unemployment status of a veteran will be resolved in favor of the veteran.

d. The following are also excluded from the computation of periods of employment:

(1) Employment as a VA work-study student.

(2) Weekend duty or annual 2-week active duty for training in the National Guard or a component of the Armed Forces reserves.

e. To determine the length of time a veteran has been employed during the past 20 weeks, convert all periods of employment during the 140 days preceding the day the veteran signed his or her application to days and/or hours of employment. To meet the eligibility criterion, the veteran must have been employed 35 or fewer days during the 140-day period.

(1) To determine the beginning date of the 140-day period, convert the date of application to the proper Julian date, subtract 139, and convert the resulting Julian date to a calendar date.

EXAMPLE:

October 14, 1983, is Julian date 287
-139
148

Julian date 148 is May 28, 1983, which is the first day included in the 140 day period in this example.

(2) If the veteran was employed in the same job both before and after a day or 2 days off (such as, but not necessarily, a weekend), count those days as days of employment.

(3) Hours of part-time employment will be added together and converted to days, based on 8 hours of employment being a full day. However, 2 or more part-time jobs on the same day will never be counted as more than 1 day of employment.

(4) Add all days and/or hours of countable employment and convert to whole days and hours. If the veteran has been employed 35 or fewer days during the 140 days preceding the day he or she signed the application, then the veteran is considered to have been unemployed for 15 of the past 20 weeks.

f. EXAMPLE:

(1) Facts:

On October 14, 1983, the veteran signs and submits a VA Form 22-8932, Application for a Certificate of Eligibility. A review of the form shows the following employment history:

Job Title	Part-time hours	From	To
Factory production worker		4/17/83	6/10/83
Construction day laborer at Acme	7	7/12/83	7/12/83
Construction day laborer at Acme	8	7/15/83	7/15/83
Helper at golf course	3	8/1/83	8/31/83
Mowed grass at church	6	9/10/83	9/10/83

(2) Calculations:

(a) The 2 days of day-labor and grass-mowing jobs are disregarded since they were occasional short-duration jobs.

(b) The factory worker job was full-time and extended 14 days into the 140-day period. May 28 and May 29 (Saturday and Sunday) are included since the veteran was continuously employed in the same job both before and after these days.

(c) The job at the golf course was 3 hours per day and spanned 31 days for a total of 93 hours. The 93 hours divided by 8 hours per day yields 11 days with a remainder of 5 hours.

(d) Total employment during the 140-day period is determined as follows:

Factory work: 14 days
Golf course work: 11 days, 5 hours
TOTAL: 25 days, 5 hours

(3) Conclusions:

(a) The veteran is currently unemployed.

(b) The veteran has been employed for 35 or fewer days of the last 140 days.

(c) Therefore, the veteran is considered to meet the unemployment criteria.

7. Entitlement Determinations

a. Entitlement information will be entered via Target (see paragraph 9 for further instructions).

b. An original C/E issued to a veteran found to be eligible to participate in job training will show maximum entitlement of 9 months unless the veteran is entitled to 15 months by reason of service-connected disability. Subsequent C/E's may show other amounts of entitlement.

c. Veterans who have one or more service-connected disabilities which have a combined evaluation of 30% or more will originally be entitled to a maximum of 15 months of job training. If the combined evaluation is 10% or 20% and the veteran has previously been found to have a serious employment handicap, original entitlement will also be 15 months. The determination that the veteran has a serious employment handicap must already be of record for the veteran to qualify immediately for 15 months of entitlement. The determination concerning serious employment handicap is the responsibility of the VR&C (Vocational Rehabilitation and Counseling) Division.

d. Other veterans with combined evaluations of 10% or 20% and who have not been previously determined to have a serious employment handicap will originally be entitled to 9 months of job training. The C/E issued to them will contain a computer-generated paragraph instructing them to contact the VR&C Division at the regional office, if they have not already done so, to apply for the additional 6 months of entitlement.

e. A veteran who has been unable to obtain employment during the time his or her C/E is valid may be issued a supplemental C/E. This supplemental C/E may show remaining entitlement of other than 9 or 15 months if the veteran had previously used entitlement in job training under this law. (See paragraph 10 for further information.)

f. If a veteran has been employed in a program of job training under this law but did not complete the program, he or she may be issued another C/E (see paragraph 10c below). In this case, the C/E will show the veteran's remaining entitlement in whole months or months and decimal fractions of a month (to two decimal places). Remaining entitlement information may be obtained by reviewing the payment history information shown on the Target J01 screen.

g. Both eligibility and entitlement information will be entered or updated via Target. (See paragraph 9 for further information.)

8. Disallowances

a. When a veteran is found to be ineligible to participate in a program of job training under this law, his or her claim will be disallowed.

b. The disallowance will be recorded via Target (see paragraph 9 for further instructions).

c. The veteran will be informed of the action and the reason(s) for the disallowance by dictated letter. A statement of procedural and appellate rights will be provided. No local form letter will be developed for this purpose.

9. Entry of C/E Information on Target and Issuance of C/E. Eligibility and entitlement information will be entered via Target.

a. The issuance of an original C/E requires the creation of a master record. To create a master record, the adjudicator must access a J01 screen, PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT.

(1) The command JOBS, the operator's password and the veteran's file number are the only required entries on the Ready screen to access the J01 screen.

(2) The adjudicator must exercise extreme caution to insure that the correct file number is entered on the Ready screen since the J01 screen will display whichever number was entered on the Ready screen and there is no cross-reference with BIRLS.

b. The J01 screen which will be displayed is illustrated in exhibit 1. Entries to be made on the J01 screen to establish a master record and issue a C/E (see exhibit 2) are as follows:

(1) NAME. Enter the stub name of the veteran in the standard format (e.g., A-B-CDEFG or H---IJKLM).

(2) STATION NUMBER. Enter the three-digit number assigned to the regional office of jurisdiction.

(3) SEX. An entry of M or F is required.

(4) EDU LEVEL. Enter the highest grade level attained by the veteran at the time of application, if known. Acceptable entries in this field are 0 through 19. If the information is unknown, make no entry.

(5) NAME and ADDRESS. Enter the veteran's name and address in the standard format. If the veteran's name, when properly entered, is not

consistent with the stub name (e.g., the name requires two lines) enter a Y in the BYPASS STUB EDIT field.

(6) DATE OF APPLICATION. Enter the date of receipt of the formal application in the regional office. The proper format for this entry is MM-DD-YY.

(7) TIME OF APPLICATION. This field is currently not for use.

(8) PERCENT OF DISABILITY. Enter the combined percentage of the veteran's service-connected disabilities. Acceptable entries are 00 to 100 and NSC. If the veteran has no service-connected disabilities, enter NSC. If the veteran has service-connected disabilities, enter the current combined percentage.

(9) MONTHS ENTITLEMENT. Enter the number of months of entitlement to be shown on the C/E. Original C/E's are issued for either 9 or 15 months. If 9 is entered in this field and 10 or 20 was entered in the PERCENT OF DISABILITY field, a paragraph will be generated on the C/E informing the veteran that he or she may be eligible for an additional 6 months entitlement and giving instructions to contact the VR&C Division for evaluation. A supplemental C/E may be issued showing entitlement other than 9 or 15 months. The proper formats for entries in this field are X, XX, X.XX or XX.XX. If the claim is being disallowed, enter 00.

(10) UPDATE. To establish a master record and issue a C/E enter Y in this field. If no entry is made in this field, Target will treat the transaction as an inquiry and the information entered will not be recorded.

c. The same fields are used to record a disallowance except the entry in the MONTHS ENTITLEMENT must be 00.00. After all entries have been made, follow the procedures shown in subparagraph e below. The recording of a disallowance issues no letter to the veteran so a dictated letter is required.

d. Two other fields are used for the renewal or reissuance of a C/E. (See paragraph 10.)

(1) RENEWAL DATE. Enter the date of receipt of the renewal application in the regional office. The proper format is MM-DD-YY and the date must be prior to the expiration date of the previous C/E.

(2) REAPPLICATION DATE. Enter the date of receipt of an application in the regional office after the previous C/E has expired. The proper format is MM-DD-YY.

(3) To complete the master record changes and renew or reissue a C/E, change the MONTHS ENTITLEMENT, if necessary; enter a Y in the UPDATE field.

e. When all necessary entries have been made, press Enter. The screen will then display the message "UPDATE COMPLETE-HIT PA2 KEY FOR NEW COMMAND."

(1) Print the screen by pressing the PA1 key. The print will be signed and dated by the adjudicator and then filed on the left flap of the claims folder.

(2) When eligibility and entitlement information have been entered on Target, the proper EPC (end product code) will be recorded. (See paragraph 14 below.)

f. If the veteran has a running education award at the time the C/E information is entered or an education award is authorized before the expiration of the veteran's C/E, the file pull indicator will be set by entry of "Y" in the appropriate field on the M24 screen and a dictated letter will be sent to the veteran emphasizing the prohibition against dual benefits. The letter will state that his or her award of education benefits, if any, will be terminated, effective the date he or she enters a program of job training under this law. The veteran should be advised to return any education benefits check he or she receives after entering a program of job training under this law; otherwise, he or she may incur an overpayment which would be subject to recovery.

NOTE: Due to the limited funds available for this program, it may become necessary to temporarily interrupt or stop the issuance of C/E's if funds for payments to employers are exhausted. Field stations will be informed by TWX if issuance of C/E's must be interrupted or stopped. Veterans whose applications for C/E's are processed after receipt of such a TWX will be notified of the nonavailibility of funds. Procedures for this notification will be issued when necessary.

10. Renewal or Reissuance of C/E

a. A veteran may request renewal or reissuance of his or her C/E by submitting another VA Form 22-8932. However the request for renewal or reissuance need not include the veteran's service information. A veteran whose C/E has expired at the time an approved program of job training is located may request that his or her eligibility be reinstated by completing items 12 and 13 on VA Form 22-8930, Notice of Intent to Employ a Veteran, if he or she is to be employed in an approved program of job training.

b. When a veteran requests renewal of a C/E which will soon expire, the adjudicator will review the employment information shown on the application(s). If the unemployment criteria shown in paragraph 6 are met, a new C/E may be issued.

c. If a veteran has been employed in a program of job training under this law but was unable to complete the program through no fault of his or her own, a new C/E may be issued without regard to the unemployment criteria. If, however, the veteran was unable to complete the previous program of job training due to fault on his or her part, the unemployment criteria shown in paragraph 6 must again be met before a new C/E may be issued. The adjudicator should review the copy of the Certification of Training (VA Form 22-8929) showing the veteran's termination of his or her training program for information concerning the reason for termination. A veteran will be considered at fault if his or her training program was terminated due to his or her unsatisfactory progress or conduct. A veteran will not, however, be considered at fault if he or she was placed in a layoff status during a general reduction in employment at the place of training. If the reason for termination is unclear, further development will be required. Any reasonable doubt which arises in connection with this determination will be resolved in favor of the veteran. If a C/E cannot be issued, the veteran will be informed by dictated letter and provided a statement of procedural and appellate rights.

11. Referral to Counseling

a. To receive VA counseling services under this law, the veteran must be found eligible for a C/E. The fact that a C/E may not be issued due to lack of funds does not alter the veteran's eligibility for VA counseling services under this law.

b. When a veteran has requested counseling, the adjudicator will prepare a VA Form 28-1944, Eligibility, Entitlement, and Scheduling Information. The VA Form 28-1944 and claims folder will be forwarded to the VR&C Division after the C/E information has been entered in Target. These cases will be controlled in Target.

c. A VA Form 28-1944 will also be prepared by the adjudicator when a veteran requests an evaluation to determine if a serious employment handicap exists. These cases will be controlled in Target. Both the VA Form 28-1944 and the claims folder will be referred to the VR&C Division.

d. The adjudicator will also refer to the VR&C Division the case of each service-disabled veteran applying for an original C/E under this law in the same manner as for those service-disabled veterans who are approved for assistance under chapter 34, title 38, U.S.Code. (See M22-2, part II, paragraph 5.08a(3).) (NOTE: Cases involving Korean conflict veterans who are less than 30% service-disabled will not be referred to VR&C unless the veteran specifically requests counseling.) Cases which are referred will be controlled in Target.

12. Review of Intent to Employ. An employer who decides to hire a veteran in an approved program of job training under this law will forward a VA Form 22-8930, Notice of Intent to Employ a Veteran, to the Houston regional office. If the employer is approved and the veteran is eligible, CPS at the Houston regional office will enter information from this form to create a payment record. The CPS then forwards the VA Form 22-8930 to the regional office of jurisdiction for association with the claims folder and routing to an adjudicator for review.

a. When the VA Form 22-8930 is received, the adjudicator must review the claims folder to determine if educational benefits are currently being paid the veteran. If educational benefits are being paid, action must be promptly taken to terminate those benefits.

(1) A veteran who is employed in a program of job training under this law cannot receive VA educational benefits for any training under chapter 31, 32, 34 or 35 at the same time benefits are paid to an employer on his or her behalf. This prohibition against payment of dual benefits includes those veterans who are pursuing an educational objective at an educational institution during nonemployment hours.

(2) The effective date (no-pay date) of the termination will be the first date the employer is eligible for reimbursement for hiring the veteran in the program of job training under this law. Ending reason code 30, election or change of benefit, should be used and the system-generated letter suppressed. A dictated letter will be sent and a statement of procedural and appellate rights provided. The veteran should be advised to return any educational benefits check he or she receives since negotiating the check might result in an overpayment of benefits.

NOTE: Participation in a program of job training under this law does not constitute a "program" for purposes of determination of "Changes of Program" under chapter 31, 32, 34 or 35.

b. The adjudicator should also review the VA Form 22-8930 to determine if the veteran's place of employment is located within the jurisdiction of the regional office. If the veteran's place of employment is outside the jurisdiction of the regional office, the adjudicator will update the J01 screen by entering the proper three-digit regional office code for the appropriate regional office and the claims folder will be transferred to that regional office using current transfer procedures. The claims folder must not be transferred until the award of educational benefits (if any) is terminated.

c. The adjudicator will review the VA Form 22-8930 to insure that the veteran's C/E had not expired prior to the date the veteran and/or the employer signed the VA Form 22-8930.

(1) If the C/E had expired and the veteran requested reinstatement of eligibility by signing the form, the adjudicator will review the J01 screen to insure that the proper reapplication date (i.e., date of receipt of the form in the VA) has been entered. If the proper date has not been entered, the CPS will be notified by telephone (FTS 526-2144) prior to the adjudicator entering the correct date. The CPS must update the record after the adjudicator enters the correct date, but before the next computer run which will generate C/E's; otherwise, the veteran will be issued a C/E after he or she has been employed.

(2) If the C/E had expired but the veteran did not request reinstatement of eligibility, the adjudicator will review the J01 screen to determine if the case was activated in error. If the case was activated in error, the CPS will be notified by telephone to suspend payments to the employer until such time as the veteran's eligibility on the date the employer signed the VA Form 22-8930 has been determined. If, after development, the evidence shows the veteran was eligible on that date, the CPS should be informed to resume payments. If the evidence shows otherwise, the payment record will be terminated, CPS notified against whom any overpayment will be created (see subparagraph d(6) below), and letters sent to both the veteran and the employer as outlined in subparagraph d(7) below.

d. The adjudicator will review the evidence of record to determine if the veteran is already qualified by previous training or experience for the occupation which is the objective of the training program. The criteria for this determination are contained in DVB Manual M22-2, part III, paragraph 3.11. An employer who is training a veteran who is partially qualified by reason of previous training or experience should appropriately reduce the length of the veteran's job training program. (NOTE: In some instances, this will reduce the period for which the employer may be reimbursed.) The adjudicator should bear in mind that some occupations require on-the-job training in addition to or instead of more formal vocational training. Any reasonable doubt which arises will be resolved in favor of the veteran.

(1) When the adjudicator makes a preliminary determination that the veteran is already qualified for the occupation for which he or she is being trained, the CPS will be notified by telephone so that the payment record of job training benefits may be suspended.

(2) The adjudicator will send a dictated letter to the employer, with a carbon copy to the veteran, notifying the employer that further payments have been suspended pending a final determination on the issue. The letter will invite the employer and the veteran to submit evidence which would show or tend to show that the veteran is not already qualified by reason of previous training or experience. The employer should be advised that an unfavorable determination may result in the creation of an overpayment against the veteran or the employer or both and that the overpayment will be subject to recovery. The

employer should also be advised that failure to reply will result in the creation of an overpayment against him or her since he or she certified that the veteran was not already qualified. The case will be controlled for 30 days.

(3) If no additional evidence has been submitted, the decision will become final and the CPS will be notified to create an overpayment against the employer.

(4) If additional evidence is received which justifies a reversal of the previous determination, the CPS will be notified to resume payment to the employer. The employer and veteran will be notified of the revised decision.

(5) If additional evidence is received but no change is warranted in the previous determination, the CPS will be notified to terminate payment to the employer on behalf of the veteran.

(6) If an overpayment is to be created, the CPS will be provided information to identify the veteran or employer or both against whom any overpayment will be created. If the evidence shows that the veteran withheld or misrepresented information concerning his or her previous training or experience, the overpayment will be created in the veteran's account. If the evidence shows that the employer's certification was incorrect, the overpayment will be created in the employer's account since the employer certified that the veteran was not already qualified. If it is determined that both the employer and the veteran are at fault, the overpayment will be charged against both as they are jointly and severally responsible for repayment. (NOTE: If the evidence is inconclusive as to whether the overpayment should be created in the veteran's account or against the employer, the adjudicator will request that a compliance survey be conducted prior to making the final determination.)

(7) The determination as to whether an overpayment will be charged against the employer or the veteran or both will be made by an adjudicator in a formal administrative decision. The administrative decision will be prepared by an adjudicator for approval by a section chief and will follow the format shown in DVB Manual M21-1, paragraph 14.34.

(8) Both the veteran and the employer will be notified of an unfavorable determination. The veteran will be provided a statement of his or her procedural and appellate rights. The employer will be provided notice of the right to a review of the decision by a higher authority within the VA. The one (or both) against whom an overpayment is created will also be informed of the right to request a waiver of indebtedness.

13. Notification of the State Employment Service (Job Service)

a. After the review of the Notice of Intent to Employ a Veteran (VA Form 22-8930), the Adjudication Officer is responsible for notifying the State Director of Veterans Employment and Training Services of each veteran's entry into an approved program of job training. Since some of the information to be reported is contained in the employer's approval file, coordination with the ELR will be necessary. The Adjudication Officer and ELR should also coordinate with the State Director of Veterans Employment and Training Services as to the frequency and format for this notification.

b. The notification will contain the following information:

(1) The name and VA file number of the veteran.

(2) The name and address of the employer.

(3) The name and telephone number of the person to contact at the employer's company.

(4) The name of the State Employment Service (Job Service) official, if any, who reviewed the employer's application for approval.

(5) The title of the job training program.

(6) The date the veteran's job training program began.

c. This information will be used by the State Employment Service (Job Service) personnel for postplacement followup.

14. Timeliness, Work Measurement and Reporting

a. The adjudication of a veteran's claim for issuance or reissuance of a C/E should be completed within 7 working days of the date of receipt of the claim in the regional office of jurisdiction unless further development is required. The review of VA Forms 22-8929 and 22-8930 should be accomplished within 10 working days of the date of receipt of the forms in the regional office.

b. The following is a list of the EPC's to be recorded for actions taken by the Adjudication Division:

(1) Original C/E determination--------EPC 210

(2) Termination of a running
award of educational benefits--------------EPC 210

NOTE: These EPC's will be recorded using the procedures currently in effect except the entry in the BENEFIT field on the Ready screen will be CH34. See subparagraph c, below, concerning recordkeeping requirements for these EPC's.

c. No other EPC's are currently assigned for adjudicative actions pertaining to job training under this law. Therefore, time spent on actions other than those shown above must be included in "Other Measured Hours" on the AMIS (Automated Management Information System) report. A record of EPC's and the time expended on other actions pertaining to this law for which no end product was recorded and which were included in "Other Measured Hours" on the AMIS report must be maintained for future reporting to Central Office (223). Additionally, a record must be kept for future reporting of the number of veteran's claims which are disallowed and the reason(s) for each disallowance. Instructions concerning these reporting requirements will be issued separately.

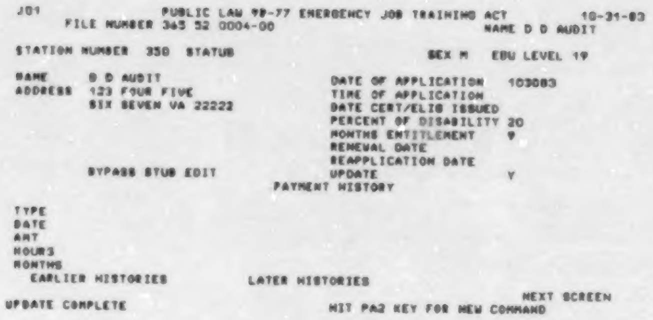
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
PD FLD: RPC 2223; plus VBC, 1 each; plus Administrative Activity in ROA, 3 each; Vet Centers, 2 each
EX: ASO and AR, 1 each

October 11, 1983

DVB Circular 20-83-25
Appendix C
Exhibit 1

J01 SCREEN, PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT
(Completed for 20% Service-Connected Veteran)



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J01            PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT          10-31-83
     FILE NUMBER 365 52 0004-00                              NAME D D AUDIT

STATION NUMBER  350  STATUS                          SEX M   EDU LEVEL 19

NAME     D D AUDIT                      DATE OF APPLICATION   103083
ADDRESS  123 FOUR FIVE                  TIME OF APPLICATION
         SIX SEVEN VA 22222             DATE CERT/ELIG ISSUED
                                        PERCENT OF DISABILITY 20
                                        MONTHS ENTITLEMENT    9
                                        RENEWAL DATE
                                        REAPPLICATION DATE
         BYPASS STUB EDIT               UPDATE                Y
                                   PAYMENT HISTORY

TYPE
DATE
AMT
HOURS
MONTHS
  EARLIER HISTORIES           LATER HISTORIES
                                                        NEXT SCREEN
UPDATE COMPLETE                         HIT PA2 KEY FOR NEW COMMAND
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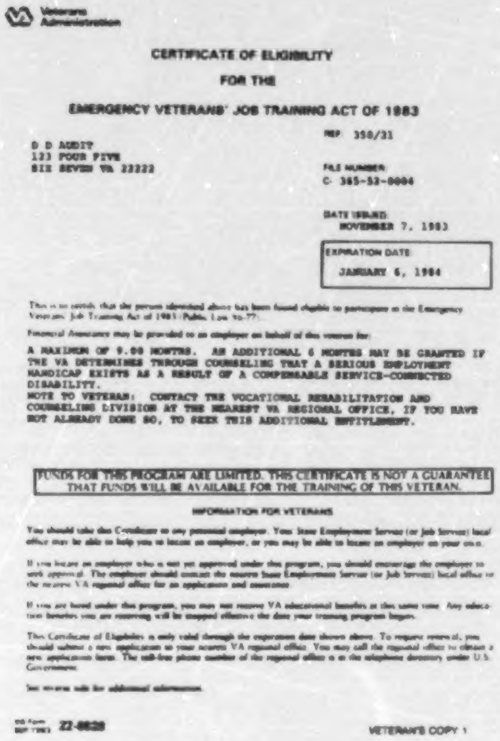
VA FORM 22-8928, CERTIFICATE OF ELIGIBILITY FOR THE EMERGENCY VETERANS' JOB TRAINING ACT OF 1983
(Issued To Veteran With 10% or 20% Service-Connected Disability)



Veterans Administration

CERTIFICATE OF ELIGIBILITY

FOR THE

EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

REF: 350/21

D D AUDIT
123 FOUR FIVE
SIX SEVEN VA 22222

FILE NUMBER
C 365-53-0004

DATE ISSUED
NOVEMBER 7, 1983

EXPIRATION DATE
JANUARY 6, 1984

A MAXIMUM OF 9.00 MONTHS. AN ADDITIONAL 6 MONTHS MAY BE GRANTED IF THE VA DETERMINES THROUGH COUNSELING THAT A SERIOUS EMPLOYMENT HANDICAP EXISTS AS A RESULT OF A COMPENSABLE SERVICE-CONNECTED DISABILITY.
NOTE TO VETERAN: CONTACT THE VOCATIONAL REHABILITATION AND COUNSELING DIVISION AT THE NEAREST VA REGIONAL OFFICE, IF YOU HAVE NOT ALREADY DONE SO, TO SEEK THIS ADDITIONAL ENTITLEMENT.

FUNDS FOR THIS PROGRAM ARE LIMITED. THIS CERTIFICATE IS NOT A GUARANTEE THAT FUNDS WILL BE AVAILABLE FOR THE TRAINING OF THIS VETERAN.

INFORMATION FOR VETERANS

VA Form 22-8928

VETERAN'S COPY 1

Department of Veterans Benefits
Veterans Administration
Washington, D. C. 20420

DVB Circular 20-83-25
Appendix D
October 11, 1983

VR&C DIVISION SERVICES UNDER PUBLIC LAW 98-77, EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

1. PURPOSE. This appendix describes the employment counseling and evaluation services which may be furnished to eligible veterans under PL 98-77, including the relationship between counseling services furnished under this program and other programs for which the veteran may be eligible.

2. SCOPE OF SERVICES. Section 14 of PL 98-77 provides that the Administrator or the Secretary of Labor may, upon an eligible veteran's request, provide employment counseling services to assist the veteran in selecting a suitable program of job training under this Act. The Congress intends that these employment counseling services include:

a. Comprehensive evaluation and assessment to identify suitable job fields for training or retraining;

b. Identification of available job training opportunities and coordination of job development activities, particularly with DVOP (Disabled Veterans Outreach Program) specialists and LVER (Local Veterans Employment Representatives);

c. Assistance in identifying additional training which may be needed to successfully pursue an employment goal;

d. Identification of job modifications which may be needed;

e. Identification of supportive services such as medical care or counseling to cope with problems in job adjustment which may arise;

f. Utilization of and coordination between agencies and organizations providing job development, employment services, and supportive services, including the State Employment Service (Job Service) local office; and

g. Exploration of alternative plans for training and employment under programs administered under title 38 such as chapter 31, chapter 32, and the targeted delimiting date extension under chapter 34. If the veteran is not eligible for assistance under programs administered under title 38, the VA will assist the veteran to utilize provisions of other programs, such as the Job Training Partnership Act administered by the Department of Labor. This referral process includes assuring that the veteran receives the special consideration or preference for veterans in the programs to which referral is made.

Attachment C

3. DETERMINATION OF SERIOUS EMPLOYMENT HANDICAP. An employer may be provided payments of 50 percent of the veteran's starting hourly wage for a period of up to 9 months. The period for which such reimbursement may be made is increased to up to 15 months for a veteran with a compensable service-connected disability of 30 percent or more, or 10 or 20 percent if the veteran is determined to have a serious employment handicap. The determination of serious employment handicap is made by counseling psychologists in the VR&C Division. The criteria for serious employment handicap in DVB Circular 28-80-3, Appendix D, Eligibility and Entitlement, will be used for determinations for this new program in the same manner as for chapter 31 applicants.

4. ELIGIBILITY AND COUNSELING REFERRALS

a. Certificate of Eligibility. A veteran may request counseling as part of his or her application for a certificate of eligibility. Counseling is provided following a determination of eligibility for training under provisions of the Act. Budgetary restrictions may result in a larger number of veterans being found eligible for assistance than may be furnished certificates of eligibility. Any limitations which may be imposed on issuance of certificates of eligibility do not limit the veteran's right to request or receive counseling services if basic eligibility has been determined by the Adjudication Division.

b. Application for Counseling. Counseling under the new program may be requested on the application, VA Form 22-8932, Application for a Certificate of Eligibility. In addition, VA Form 22-8928, Certificate of Eligibility under the Emergency Veterans' Job Training Act of 1983, will include a paragraph informing each veteran with a service-connected disability evaluated at 10 or 20 percent disabling that he or she may be eligible for up to an additional 6 months of assistance if the VA determines that the disability causes a serious employment handicap. The veteran may request that a determination be made by writing to the VR&C Division at the regional office and requesting an appointment.

c. Referral of Counseling Requests to the VR&C Division. When counseling is requested or a determination of a serious employment handicap has been requested, VA Form 28-1944, Eligibility, Entitlement and Scheduling Information, will be prepared and forwarded to the VR&C Division.

d. Referral to VR&C of Other Applicants Found to Have Potential Chapter 31 Eligibility. The case of each veteran with a compensable se[illegible]e-connected disability found eligible for assistance under this Ac[illegible]ill be forwarded to the VR&C (Vocational Rehabilitation and Counseling) Division in the manner similar to service-disabled veterans who request assistance under chapter 34 (see DVB Manual M22-2, pt. II, par. 5.08a(3))except as noted in paragraph 5c below. This includes veterans who are being issued a Certificate of Eligibility, those to whom the certificate is not issued because of budgetary constraints, and those who have not been unemployed for 15 of the last 20 weeks.

5. VR&C DIVISION RESPONSIBILITIES

a. Scheduling. Cases involving requests for counseling by service-disabled veterans, including requests for determination of serious employment handicap, shall be scheduled promptly in view of the limited duration of both the veteran's certificate and of this special job training program as a whole. However, service to regular vocational rehabilitation applicants is not to be delayed or deferred. The Target System shall be utilized to schedule requested counseling. An individual letter will be sent in response to requests for determination of serious employment handicap.

b. Notification to Service-Disabled Veteran of Potential Eligibility for Vocational Rehabilitation. Except as noted in subparagraph c below, veterans referred to VR&C under paragraph 4d above will be sent an individual motivation letter; a VA Pamphlet 28-82-1, Vocational Rehabilitation; a VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation; and, a preaddressed return envelope. VA Form Letter 28-866 will not be used for these cases. The individual letter will provide at least the following information to the veteran:

(1) In response to his or her application for job training assistance under the Emergency Veterans' Job Training Act, a VA Form 22-8928, Certificate of Eligibility, has been issued or other action taken.

(2) As a veteran with a service-connected disability, he or she may be entitled to alternative educational and training benefits which may be more advantageous.

(3) Training may be pursued in school as well as on-job.

(4) The veteran may receive a separate living allowance and payment for training costs and other services.

(5) Because of the importance of deciding what is in the veteran's best interest, we will be glad to arrange an appointment with one of our counselors to consider eligibility and possible opportunities under the vocational rehabilitation program.

(6) An appointment will be arranged upon submission of the VA Form 28-1900 or other written request to the VA.

c. No Notification to Certain Service-Disabled Veterans. The VR&C Division should not send a motivation letter, however, if the service-disabled veteran has been determined to be ineligible for chapter 31 during the last 6 months or is a Korean Conflict veteran with a less than 30 percent disability compensation rating.

d. Counseling Psychologists Will Provide Services. Counseling psychologists will provide all of the services described in paragraphs 2 and 3 to the extent needed to assist the veteran in selecting a suitable training objective and to make the best use of benefits for which he or she is eligible. For example, if a service-disabled veteran requests counseling on the application for services under PL 98-77 and an appointment is scheduled, counseling services should not be restricted to selecting a suitable vocational objective. Rather, the veteran's potential eligibility for assistance under chapter 31 or a longer period of assistance under this Act should be recognized and explored. If the veteran is found eligible for assistance under chapter 31 and the emergency job training program he or she must make an election of benefits. The case should generally be developed to the point where a proposed IWRP (Individualized Written Rehabilitation Plan) has been prepared before requesting that the veteran make the election of benefits.

e. Coordination of Service Delivery With Other Agencies. Since job development activity is likely to be critical to the success of securing a training opportunity, the involvement of DVOP or LVER staff during the counseling process is essential. The State Employment Service (Job Service) local office is responsible for job development activities and either a DVOP specialist or LVER should participate with VR&C staff. VR&C staff may assist in development of job training opportunities for service-disabled veterans. When DVOP or LVER participation during the counseling process cannot be arranged, VR&C staff will arrange through personal contact for referral of the veteran and will follow up such contact with the State Employment Service (Job Service) local office staff. Based upon information developed, need for additional counseling services should be determined.

f. Travel. Travel will be paid for service-disabled veterans rated 10 or 20 percent requesting determination of serious employment handicap and service-disabled veterans requesting consideration under chapter 31. The veteran must pay travel costs in all other cases.

g. Time-Limited Programs. Counseling services will be generally available to new applicants for on-job training between October 1, 1983 and September 30, 1984. While no new applications may be accepted after September 30, 1984, counseling may be furnished until December 31, 1984, to veterans who applied prior to September 30, 1984. After December 31, 1984, counseling may no longer be furnished to assist veterans in selecting a suitable job training objective under provisions of this Act. All other counseling services described in paragraphs 2 and 3 shall continue to be provided. This period may be adjusted if funding is unavailable (see DVB Circular 20-83-25, par. 3 regarding duration of the Act).

h. Work Measurement

(1) Motivation. EP 707 will be taken for each motivational letter sent under paragraph 5b above.

(2) Scheduling. EP 709 will be taken for scheduling services.

(3) Serious Employment Handicap Determinations. EP 719 will be taken for an eligibility determination for [illegible] veteran currently rated 10 or 20 percent for service-connected disability who requests determination of serious employment handicap.

(4) Counseling for Training or Vocational Objectives. EP 717 will be taken for each session of the counseling services provided to select a suitable on-job training objective.

(5) Counseling Which Results in Chapter 31 Claim. If in the course of counseling the case develops into a claim for chapter 31 benefits, appropriate vocational rehabilitation program end products will be taken for the services provided.

(6) Contract Counseling Center Services. EP 769 will be taken for cases done by guidance centers.

i. Contract Counseling Centers. Contract counseling centers may be utilized for claimants other than service-connected disabled veterans to provide requested counseling for veterans. Contract counseling center staff must be clearly oriented as to their responsibility in these cases and be familiar with other education and training benefits. This includes:

(1) Familiarity with on-job training opportunities in the local area in which the veteran will be seeking such training;

(2) Establishment of cooperative relationships with the State Employment Service (Job Service) local office to assist in developing and carrying out plans for training and employment; and

(3) Knowledge of benefits and services available under other education programs administered by the VA.

NOTE: VR&C staff should provide any necessary assistance to contract counseling centers to help them meet these responsibilities.

j. In-Service Training. In-service training should be arranged as necessary for VA and contract counseling center staff. To the extent feasible, training plans should be developed and carried out jointly with State Employment Service (Job Service) local office staff involved in this program.

Dorothy L. Starbuck
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: FD	CO:	RPC 2900
	FLD:	RPC 2223, plus 5 additional copies for Finance and 15 for VR&C activities in ROA; VBC, 1 each; Vet Centers, 2 each
	EX:	ASO and AR 1 each

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25
Appendix E
October 27, 1983

APPROVAL OF JOB TRAINING PROGRAMS UNDER PL 98-77

1. Purpose and Overview

a. This appendix provides instructions for the approval of job training programs under the Emergency Veterans' Job Training Act of 1983 - PL 98-77. Directors of DVB field stations are responsible for approvals. The ELR (Education Liaison Representative) will be responsible for review of applications and will submit approval and denial recommendations to the Director for final action.

b. In recommending approval decisions, the ELR should keep in mind that the purpose of this legislation is to help unemployed veterans to obtain the necessary training for employment in stable and permanent positions. Congress intended that the approval process avoid costly and time-consuming administrative procedures. At the same time, the legislation contains a number of approval requirements and the VA must review each application carefully to ensure that an employer's training program meets all of these requirements.

c. It must be emphasized that the approval requirements under PL 98-77 differ markedly from the requirements for approval of programs under 38 U.S.C. ch. 36 and that the VA has final approval responsibility. Programs which are already approved under chapter 36 still must meet all of the requirements of PL 98-77.

d. In order to minimize administrative delays, regional offices must assign a very high priority to processing employer application forms (VA Form 22-8931). For cases which can be approved or denied without further development, the station should issue a response to the employer within 10 workdays of receipt of the application. However, the standard will be 5 days if there is any indication that the employer already has located a particular veteran and wishes to hire him or her under the program. It is anticipated that in only a small number of cases will the approval process take longer than 10 days. These would be cases where questions about the employer's application cannot be resolved by telephone.

2. Jurisdiction

a. Each regional office will be responsible for reviewing applications from any employer within the geographical area of jurisdiction assigned to the office, regardless of State borders.

b. However, only the Director, Education Service will have authority to approve nationwide apprenticeship programs if the employer is a carrier directly engaged in interstate commerce.

c. A regional office may only approve training programs which will be conducted within its jurisdiction. In the event a regional office receives an application for a program which will be offered in more

Attachment H

than one regional office's jurisdiction, the employer will be notified that a separate approval will be required by each regional office.

3. Liaison With Job Service. It is essential that the ELR establish a good working relationship with the Job Service (also known as the Employment Service in some States) in his or her State. ELR's should contact the SDVET (State Director of Veterans Employment and Training) and obtain a listing of local Job Service offices that fall within the regional office's jurisdiction. The Department of Labor, operating primarily through the Job Service offices, will assist the VA in the approval process as described in this appendix.

4. Resource Materials

a. The ELR will need to exercise sound judgment in reviewing employer applications. It is especially important for the ELR to ensure that the occupation in question involves significant training, that the training program is adequate and that the training period is not longer than employers in the community customarily require. In making these determinations, prior experience with apprenticeship and OJT training under chapter 34 may be helpful. Other sources which may be of assistance are: the Job Service; VA Central Office; the State approving agency; local trade association offices; other regional office ELR's; and local vocational schools.

b. The ELR must have the Fourth Edition of the Dictionary of Occupational Titles (DOT) and the publication, "Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles." (Please note that there is a 1982 update of the Fourth Edition DOT.) Appendix D of "Selected Characteristics" explains the SVP codes. SVP means "Specific Vocational Preparation (Training Time)." These codes will be used to determine if the length of a proposed training program is reasonable. If a job title is not listed in the DOT, the ELR will have to determine which DOT code most closely approximates the occupation in question.

c. There are two other Federal publications that may be helpful to the ELR. One is the Occupational Outlook Handbook (1982-83 edition). The other is the Standard Industrial Classification Manual (1972 edition with 1977 supplement). The handbook provides information on specific occupations. The manual may be useful in determining industry classifications, the need for which is described in paragraph 6 below.

NOTE: If copies of these publications are unavailable they may be ordered through the Government Printing Office bookstores or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

5. Initial Screening of Applications. Employers must complete VA Form 22-8931, Employer's Application for Approval of a Job Training Program, to obtain approval. Exhibit 1 shows a copy of both sides of

the application. The ELR should initially screen the application to verify that the occupation requires at least 3 months of training.

a. Applications for training programs in occupations with an SVP code of 1 or 2 will always be denied.

b. Applications for training programs for occupations with an SVP code of 3 (i.e., occupations requiring 30 days to 3 months of training) will be denied unless the employer can demonstrate that the training program is a full 3-month program and that other employers in the community typically require a full 3 months of training for that occupation.

c. Applications for occupations with an SVP code of 4 (requires 3 to 6 months training) will be given an especially close review to see that all requirements of the law are met.

d. Although occupations with SVP codes of 5 or more will generally be acceptable, they should not be accepted automatically. For many jobs, academic or vocational education rather than on-the-job training is the primary mode of job preparation. An example would be the occupation of accountant which has an SVP code of 8. Training programs for this type of occupation which consist mainly of orientation in a particular company's policies and procedures should not be approved. However, if the training will impart additional skills needed for the worker to be qualified in the occupation, then it may be approved. Another example is the occupation of secretary which has an SVP code of 6. Normally, employers expect secretaries to have acquired the necessary job skills prior to employment. However, a particular employer might require additional training on wordprocessing equipment, computers, or other automated equipment which would take 3 or more months, and such a program could be approved.

6. Specific Occupation or Industry Requirements. The law requires that the training program be for an occupation: (a) which is in a growth industry; or (b) which requires the use of new technological skills; or (c) for which the demand for labor exceeds the supply. Note that an occupation needs to meet only one of these requirements. Any reasonable doubt as to whether an occupation fits one of these categories will be resolved in the employer's favor.

a. Growth Industries. The BLS (Bureau of Labor Statistics) has furnished the VA with a list of those industries which are expected to show an above average increase in employment over a 10-year period. This list, shown in exhibit 2, will be updated as new information is received from BLS. Only those industries specifically identified on this list will be considered growth industries. If there is a question as to how a particular business should be classified, consult the Standard Industrial Classification Manual referrred to in paragraph 4c above. If an employer does business in more than one industry, the division or section of the company in which the veteran will be employed will determine the industry classification.

NOTE: Any occupation in a growth industry is acceptable (providing it requires a 3-month training period and all other requirements of the law are met).

b. Technological Skills. Consider this category only if the occupation does not fit either of the other categories. Exhibit 3 is a list of a few occupations which fit this category. Item 13 of the application should elicit information if new technological skills are involved. Contact the employer if additional information is needed.

(1) New technological skills refer to the skills needed to learn a new technology which has been generally adopted within an industry within the last 5 years. These new skills may have to do with the use of new tools such as computers or automated equipment or new methods of performing a job. New technology which does not require the employee to learn new skills which are a significant portion of the total skills for the job will not satisfy this requirement. For example, an office employee retrieves data from a microfiche reader or computer terminal instead of reading paper documents. These developments do not constitute new technological skills.

(2) ELR's should try to determine what the new technology replaces and whether the skills required to do the job with the new technology are substantially different from what they were before the changeover. If there is not a substantial difference in skill requirements, the occupation will not fit this category.

c. Demand Exceeds Supply

(1) Demand/supply data on a national level do not exist for most occupations. What does exist are projections of employment growth by occupations. The BLS has furnished a listing of those occupations with 1980 employment of 5,000 or more which are expected to grow at a faster than average rate over a 10-year period. (See exhibit 4.) Any occupation on this list will be considered to have met the demand/supply requirement. Caution: This list has not been screened to eliminate jobs which may not qualify for other reasons such as insufficient length of training or substantial commission income.

(2) In addition to the list in exhibit 4, if there is a local labor shortage in an occupation or if an occupation is projected to grow locally at an above average rate, then these occupations will be accepted. ELR's should try to obtain copies of any studies done at the State or local level which would have a bearing on the local demand/supply situation. The Occupational Outlook Handbook (1982-83 edition) contains (on pages 10 and 11) a listing of State agencies which are responsible for research on State and local labor markets. The certification by a local Job Service office that demand exceeds

supply for an occupation will be accepted as long as the Job Service office cites the basis for its certification.

7. Review of Employer Certifications

a. The employer certifies 14 items on the reverse side of the application form. These certifications are listed in exhibit 1. The employer's certifications will be accepted as correct unless the ELR has evidence that they may be inaccurate.

b. If the employer already has approval for the same program under chapter 34, then the ELR need not consider whether contrary evidence may exist for certifications 3, 6, 7, 8, 9, 10, 11 and 13. The following comments apply to specific certifications.

(1) No. 1 - Seasonal or intermittent employment. Accept the employer's certification unless you have contrary information for that particular employer. An occupation such as carpenter may often be seasonal or intermittent in nature but may not be seasonal or intermittent for a particular employer. As a general guide, employment will be considered seasonal if the employer anticipates an interruption of employment exceeding 90 consecutive days in a year. Employment will be considered intermittent if the employer anticipates interruptions of employment exceeding a total of 120 days in a year.

(2) No. 1 - Commissions. This prohibition will rule out many sales jobs. If commission income in a sales occupation would normally constitute over half of the income of the fully trained worker, then a training program for that occupation will not be approved. If there is any doubt, telephone the employer to double check this certification. If there is still doubt, a site visit, as described in paragraph 9 below, could be arranged to verify payment records.

(3) No. 1 - Federal government. Note that this prohibition does not apply to State or local levels of government or the District of Columbia and that the private nonprofit sector of the economy is not ruled out either.

(4) No. 3 - Wages. Consult with the Job Service if there is any doubt as to the reasonableness (high or low) of the wage rate.

(5) No. 4 - Layoff or terminations. The Job Service may be able to provide information if there is any question.

(6) No. 6 - Significant training. This will be determined primarily from the SVP code as described in paragraph 4. However, the employer's description of the program may raise doubt as to whether the job involves significant training.

(7) No. 7 - Training content adequate. This will be determined from the employer's description of the program and the attached

training plan or outline. The ELR should compare the description of the job in the DOT with the proposed training program. The training plan should show at a minimum the number of hours devoted to the major tasks to be learned. The total hours in the program should be accounted for in this plan. If the proposed training program appears to be inadequate, the ELR may request further information from the employer or may schedule a site visit as described in paragraph 9.

NOTE: The law provides that a training program may include a course or courses at an educational institution. However, such courses must be approved for the training of veterans under chapter 34. There must be a specific agreeement between the employer and the institution regarding this training.

(8) No. 9 - Training program length. The ELR will use the SVP code supplemented by his or her experience with existing apprenticeship and OJT programs to determine if the training period is not longer than customarily required for the occupation. The training program should not be significantly shorter than customarily required either. An application for a 9-month training program for an occupation which normally requires 2 years of training should not be approved since such a training program would not be considered adequate. The ELR should work with the employer to establish a program of acceptable length.

(9) No. 14 - Other forms of assistance. "Any other form of assistance on account of the veteran's training or employment" could be State, local or private assistance as well as Federal.

NOTE: Any reasonable doubt as to an employer's certification will be resolved in favor of the employer.

8. Referral to Job Service

a. If the Job Service has contacted the employer and assisted with completion of the application, it will complete the employment service section, items 19a through 19e, or will attach a separate sheet recording its findings. Exhibit 5 shows the type of information that may be expected from the Job Service. The ELR should contact the Job Service, preferably by telephone, if any further clarification of its entries is needed.

b. If an application is received directly from an employer without any Job Service review, the ELR may contact the Job Service to resolve particular issues. Some of the most likely issues requiring resolution may be: evidence of local labor shortage for an occupation; reasonableness of a wage rate; existence of comparable training programs in the industry; and verification that the applicant is a bona fide employer.

NOTE: No application will be approved if the ELR is not certain that the applicant is a bona fide employer. A bona fide employer is a business or other establishment that currently is in operation and is known to have employees. (However, a sole proprietorship could qualify.) The ELR may use his or her own personal knowledge of an employer, the knowledge of other regional office personnel, referral to business directories, referral to the Job Service, the local Chamber of Commerce, or any other reliable source to verify that an applicant is a bona fide employer.

9. On-Site Visit

a. An on-site visit to an employer prior to approval is authorized but will not be required routinely. The number of such visits should be minimized to the extent possible. On-site visits are required if neither the VA nor the Job Service can verify that the applicant is a bona fide employer. Also, an on-site visit may be conducted if information needed to resolve an approval issue cannot be obtained by contacting the employer by telephone or correspondence, or by referral to the Job Service.

b. State approving agencies will be offered the opportunity to assist the VA in the administration of PL 98-77 by conducting on-site and oversight visits at the request of the VA. No additional staffing will be available for this purpose. Further information concerning this matter will be provided to each regional office.

c. If an on-site visit is required, the ELR will coordinate with the Job Service or a participating State approving agency to determine which agency can best make the visit considering the location of the employer. During this contact, the ELR will inform the Job Service or the State approving agency of the nature of the problem and the information which is needed to resolve it. If the Job Service or the State approving agency conducts the on-site visit, the ELR will obtain a report of the findings from the appropriate agency.

d. The ELR will notify the employer in writing that action on the application will be delayed pending further investigation.

10. Denial of Application

a. A letter to the employer which fully explains the reason(s) why an application for approval is denied will be issued by the station Director with a copy to the SDVET. The letter should advise the employer to contact the nearest Job Service office for information concerning job training programs under other laws. No Target record will be kept on disallowed programs.

b. All denial letters should advise the employer of the employer's right to an administrative review of the decision by the VA Central Office. The employer must submit a request for review within 60 days of receipt of the denial letter. To request a review, the employer need only write a letter to the Director of the regional office explaining the basis of the disagreement. The station will refer all notices of disagreement to the appropriate Field Director (225) for review.

c. Copies of denial letters, and attached documents, should be retained in a separate folder established for each employer. All folders are to be retained until issuance of disposal instructions.

11. Approval of Application - Assignment of Employer Number. If an application meets all approval requirements, the ELR will assign an employer number. An employer may have more than one program approved under one employer number. Also, an employer may have more than one number assigned if more than one division or section within the company applies for approval and will make wage payments.

a. A 9-digit employer number will be assigned to each employer approved under the program.

(1) The first two digits of the employer number will always be the 2nd and 3rd digits of the regional office number.

(2) The last two digits will reflect the State code, as stated in M22-2, part VIII, chapter 3, of the State in which the employer is located.

(3) The middle five digits will be assigned sequentially beginning with 00001. Example: The first code assigned for a California employer under the jurisdiction of the San Francisco regional office will be 430000105.

b. The employer number will be entered in Target as explained in paragraph 12 below. Also, the ELR should keep a separate log book of all numbers assigned. Log books are to be retained until issuance of disposal instructions.

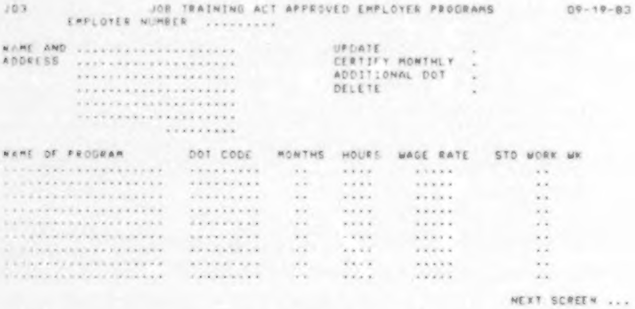
12. Approval of Application - Target Entries. ELR's will establish a master record in Target by completing the J03 screen, Job Training Act Approved Employer Programs, each time a program is approved. If an employer has more than one program, the J03 screen must be updated to reflect each approved program. (See Figure 1 for a sample of the J03 screen.)

a. Access: The J03 screen is accessed from the Ready screen by entering the command - J3NK, password and the employer number in the FILE NUMBER field.

b. Name and address: The employer's name must be restricted to the first line. The address should be on lines 2 through 5 and the ZIP code on line 6. This address should be the address of the location where the monthly or quarterly certifications and VA checks will be mailed. Ordinarily, the address will be taken from item 3 of the application.

c. Update: A "Y" entry is required when establishing or updating a master record. If a record already exists and this item is not completed, the system will treat the JBNK command as an inquiry only and no updating of the master record will occur.

d. Certify Monthly: Enter "Y" if monthly checks are authorized. Otherwise, enter "N". (An employer is entitled to monthly payment if there are 75 or fewer employees and and employer checks "Yes" in item 15 of the application.)



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J03              JOB TRAINING ACT APPROVED EMPLOYER PROGRAMS          09-19-83
        EMPLOYER NUMBER  .........

NAME AND ....................                  UPDATE                .
ADDRESS  ....................                  CERTIFY MONTHLY       .
         ....................                  ADDITIONAL DOT        .
         ....................                  DELETE                .
         ....................
         ....................
                   .........

NAME OF PROGRAM        DOT CODE   MONTHS  HOURS  WAGE RATE   STD WORK WK
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..
....................   .........    ..    ....     .....          ..

                                                          NEXT SCREEN ...
```

Figure 1.

e. Additional DOT: Enter "Y" if there are more than nine approved programs. Only nine programs can be stored in the system. If there are more than nine programs, the ELR should be prepared to receive telephone requests for information from the CPS in Houston regarding the additional programs.

f. Delete: Enter "Y" to eliminate the employer's record from the computer's file.

g. Name of Program: Identify approved program in 20 characters or less, including spaces.

h. DOT code: Enter DOT code which most closely fits the occupation.

i. Months: Enter number of months of the program from item 10A on application.

j. Hours: Enter from item 10B on application.

k. Wage Rate: Enter from item 9 on application.

l. STD Work WK: Enter the number of hours in the standard work week from item 12 on the application.

NOTE: There must be a reasonable relationship between the number of hours in the standard workweek, the total hours in the program and the total months of the program. The ELR should divide total hours by the number of hours in the standard workweek and then divide the resulting figure by the number of months in the program. If the final result is outside a range of 4 through 4.6 weeks then something is wrong. Consult the employer for clarification of either the number of months or the number of hours. EXAMPLE: An employer reports a 40-hour workweek and a 6 month program with 1040 hours. The calculation is: (1040/40)/6 = 4.33. This is the expected figure as it is the average number of weeks per month throughout a year.

m. Authorization:

(1) Hit enter when all items have been correctly completed.

(2) Print the J03 screen.

13. Approval - Other

a. An approval folder will be established for each approved employer. (If a ch. 34 approval folder already exists, a separate folder must be established.) A current print of the J03 screen will always be made part of the folder along with the employer's application and any correspondence. The ELR will sign and date the J03 screen and will annotate the screen to show on what basis the application was approved (i.e., growth industry, demand/supply, or new technological skills). The approval folder should clearly show how any questionable items on the employer's application were resolved. Disposition instructions for these folders will be forthcoming.

b. The approval notice will be a letter to the employer from the station Director patterned after the letter in exhibit 6. The effective date of approval will be the date the employer's application was received in the VA. A Notice of Intent to Employ a Veteran, VA Form 22-8930, will always be attached to the approval letter. (The employer number should always be included on both the letter and the Notice of Intent form.) If there is any indication that the employer may employ more than one trainee, then send additional copies of VA Form 22-8930. The ELR should always send a copy of the approval letter to the SDVET.

14. Withdrawal of Approval. This issue will be covered at a later date.

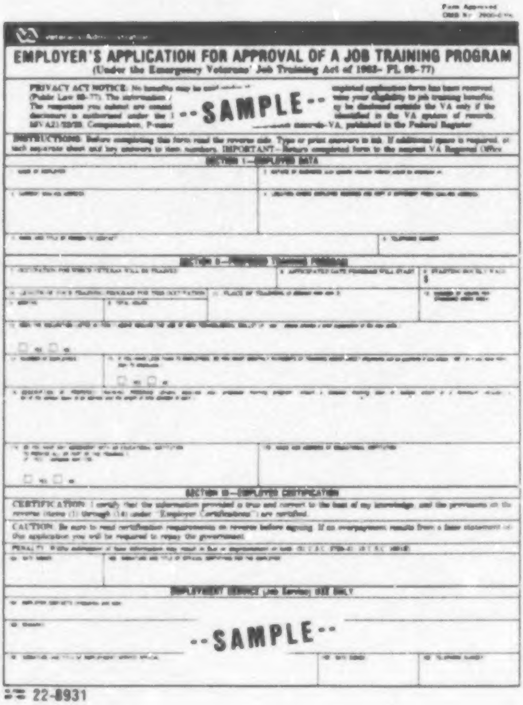
15. Work Measurement. One EP 890 will be recorded when the final action (approval or denial) is taken on each application.

Dorothy L. Starbuck
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223, plus VBC, 1 each; Vet Centers, 2 each
EX: ASO and AR, 1 each

DVB Circular 20-83-25
Appendix E
Exhibit 1

October 27, 1983



Form Approved
OMB No. 2900-

Veterans Administration

EMPLOYER'S APPLICATION FOR APPROVAL OF A JOB TRAINING PROGRAM
(Under the Emergency Veterans' Job Training Act of 1983- PL 98-77)

--SAMPLE--

PRIVACY ACT NOTICE: No benefits may be paid under ... (Public Law 98-77). The information ... The responses you submit are considered ... completed application form has been received ... mine your eligibility to job training benefits ... may be disclosed outside the VA only if the disclosure is authorized under the ... identified in the VA system of records, 58VA21/22/28, Compensation, Pension ... Records-VA, published in the Federal Register.

INSTRUCTIONS: Before completing this form read the reverse side. Type or print answers in ink. If additional space is required, attach separate sheet and key answers to item numbers. IMPORTANT—Return completed form to the nearest VA Regional Office.

SECTION I—EMPLOYER DATA

SECTION II—PROPOSED TRAINING PROGRAM

☐ YES ☐ NO

☐ YES ☐ NO

☐ YES ☐ NO

SECTION III—EMPLOYER CERTIFICATION

CERTIFICATION: I certify that the information provided is true and correct to the best of my knowledge, and the provisions on the reverse (items (1) through (14) under "Employer Certifications") are certified.

CAUTION: Be sure to read certification requirements on reverse before signing. If an overpayment results from a false statement on this application you will be required to repay the government.

PENALTY: Willful submission of false information may result in fine or imprisonment or both.

EMPLOYMENT SERVICE (Job Service) USE ONLY

--SAMPLE--

VA FORM 22-8931

GENERAL INFORMATION AND EMPLOYER CERTIFICATIONS

Use this form to apply for approval to train veterans under the Emergency Veterans' Job Training Act of 1983. Submit a separate form to the nearest VA Regional Office for each job training program you want approved.

Under this Act you could be reimbursed quarterly or monthly for half of a trainee's beginning wages (without regard to overtime, premium pay, or fringe benefits) for up to 9 months (15 months for certain disabled veterans) of training. The maximum possible reimbursement is $10,000 for each veteran you train. Only Korean Conflict and Vietnam Era veterans are eligible to participate.

To qualify for approval, you must have a training program for an occupation which requires at least 3 months training. The occupation must meet one of the following requirements:

- be in a growth industry
- require the use of new technological skills
- demand for trained workers in the field must exceed the supply, either in the United States as a whole or locally

If your application is approved, we will notify you of additional procedures to follow. If your application is disapproved, we will explain why and you will have the right to request a review of the decision at a higher level within the VA.

FURTHER ASSISTANCE

If you need assistance to complete this application form or if you require further information, contact the nearest VA Regional Office or the nearest State Employment Service (Job Service) local office. You will find toll-free telephone numbers for VA Regional Offices in your telephone directory under U.S. Government. The number for the nearest State Employment Service (Job Service) office is listed in the State government section of your telephone directory.

EMPLOYER CERTIFICATIONS

PLEASE READ THE FOLLOWING CERTIFICATIONS CAREFULLY. YOU MUST MEET EACH REQUIREMENT OR YOUR TRAINING PROGRAM MAY NOT BE APPROVED. IF YOU HAVE ANY DOUBT ABOUT A REQUIREMENT, PLEASE FULLY EXPLAIN THE CIRCUMSTANCES IN A STATEMENT ATTACHED TO THE APPLICATION.

1. The proposed program of job training —
   - Is not for employment which consists of seasonal, intermittent, or temporary jobs.
   - Is not for employment under which commissions are the primary source of income.
   - Is not for employment which involves political or religious activities.
   - Is not for employment with any department, agency, instrumentality, or branch of the Federal Government (including the Postal Service and the Postal Rate Commission).
   - Is for training which will be carried out in a state ("State" includes the Territories and possessions of the United States, the District of Columbia and Puerto Rico).

2. The employer is planning, upon the veteran's completion of the training program, to employ the veteran in the position for which he or she has been trained. The employer expects that such a position will be available to the veteran on a stable and permanent basis at the end of the training period.

3. The wages and benefits to be paid to a veteran participating in the job program will be not less than and will not exceed the wages and benefits normally paid to other employees participating in a comparable program of job training.

4. The employment of a veteran under the program—

   a. Will not result in the displacement of currently employed workers (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits); and

   b. Will not be in a job (1) while any other individual is on layoff from the same or any substantially equivalent job, or (2) the opening for which was created as a result of having terminated the employment of any regular employee or otherwise having reduced the work force with the intention of hiring a veteran under this program.

5. The employer will not employ in this program a veteran who is already qualified by training or experience for the job for which training is to be provided.

6. The job which is the objective of the training program is one that involves significant training.

7. The training content of the program is adequate, in light of the nature of the occupation for which training is to be provided and of comparable training opportunities in such occupation, to accomplish the training objectives of the program.

8. Each participating veteran will be employed full time in the program of job training.

9. The training period under the proposed program is not longer than the training period that employers in the community customarily require new employees to complete in order to become competent in the occupation for which training is to be provided.

10. There are in the training establishment or place of employment such space, equipment, instructional material, and instructor personnel as needed to accomplish the training objective.

11. The employer will keep records adequate to show the progress made by each veteran participating in the program and otherwise to demonstrate compliance with the requirements of the program for at least 3 years. The employer will make these records and accounts available for Federal or State examination as may be required.

12. The employer will furnish each participating veteran, before the veteran's entry into training, a copy of both sides of this completed application including attachments. The employer will obtain and keep the veteran's signed acknowledgment of having received a copy of this application.

13. The employer is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1974, and Section 504 of the Rehabilitation Act of 1973.

14. The employer understands that assistance under this program may not be paid for any period for which the employer has or will receive any other form of assistance on account of the veteran's training or employment including (1) Assistance under the Job Training Partnership Act, or (2) A tax credit under the Targeted Jobs Tax Credit program (Section 44B of the Internal Revenue Code of 1954).

STATE EMPLOYMENT SERVICE (JOB SERVICE) REVIEW (Items 19A-19D)

This application will be reviewed when the State Employment Service (Job Service) has contacted an employer and obtained an application under the Emergency Veteran's Job Training Act. This review may also be made upon request of the VA Regional Office.

DVB Circular 20-83-25 October 27, 1983
Appendix B
Exhibit 2

LIST OF GROWTH INDUSTRIES

The BLS expects those industries marked with an "X" to experience above average growth in employment over a 10-year period. Only industries marked with an "X" will be considered growth industries for the purposes of PL 98-77.

AGRICULTURE, FORESTRY, AND FISHING

- Agricultural production, crops
- Agricultrual production livestock
- Agricultural services
- Forestry
- Fishing, hunting, and trapping

MINING

- METAL MINING
  - Iron ores
  - Copper ores
  - Lead and zinc ores
  - Gold and silver ores
  - Bauxite and other aluminum ores (X)
  - Ferroalloy ores, except vanadium (X)
  - Metal mining services
  - Miscellaneous metal ores
- ANTHRACITE MINING
- BITUMINOUS COAL AND LIGNITE MINING (X)
- CRUDE PETROLEUM AND NATURAL GAS
  - Crude petroleum and natural gas
  - Natural gas liquids (X)
  - Oil and gas field services
- NONMETALLIC MINING AND QUARRYING
  - Dimension stone
  - Crushed and broken stone
  - Sand and Gravel
  - Clay and related minerals
  - Chemical and fertilizer minerals (X)
  - Nonmetalic minerals services
  - Miscellaneous nonmetalic minerals

CONSTRUCTION

- GENERAL BUILDING CONTRACTORS
  - Residential building construction (X)
  - Operative building (X)
  - Nonresidential building construction (X)
- GENERAL CONTRACTORS, EXCL. BUILDING
  - Highway and street construction
  - Heavy construction, except highway (X)
- SPECIAL TRADE CONTRACTORS
  - Plumbing heating, air conditioning (X)
  - Painting, paper hanging, decorating
  - Electrical work (X)
  - Masonary, stonework, and plaster (X)
  - Carpeting and flooring (X)
  - Roofing and sheet metal work
  - Concrete work (X)
  - Water well drilling (X)
  - Miscellaneous special trade contractors (X)

MANUFACTURING

- DURABLE GOODS MANUFACTURING
  - Lumber and wood products
    - Logging camps and logging constractors
    - Sawmills and planing mills
    - Millwork, plywood, and structural members (X)
    - Wooden containers
    - Wood building and mobile homes (X)
    - Miscellaneous wood products (X)
  - Furniture and fixtures
    - Household furniture (X)
    - Office furniture
    - Public building and related furniture (X)
    - Partitions and fixtures (X)
    - Miscellaneous furniture and fixtures
  - Stone, clay, and glass products
    - Flat glass
    - Glass and glassware, pressed or blown
    - Products of purchased glass (X)
    - Cement, hyraulic
    - Structural clay products
    - Pottery and related products (X)
    - Concrete, gypsum, and plaster products
    - Cut stone and stone products
    - Miscellaneous nonmetallic mineral products
  - Primary Metal Industries
    - Blast furnaces and basic steel products
    - Iron and steel foundries (X)
    - Primary nonferrous metals (X)
    - Secondary nonferrous metals
    - Nonferrous rolling and drawing
    - Nonferrous foundaries
    - Miscellaneous primary metal products
  - Fabricated Metal Products
    - Metal cans
    - Cutlery, hand tools, and hardware (X)
    - Plumbing and heating, except electrical (X)
    - Fabricated structural metal products
    - Screw machine products, bolts, nuts (X)
    - Metal stampings (X)
    - Metal services, n.e.c.
    - Ordnance & access., ex veh. & guided miss.
    - Miscellaneous fabricated metal products (X)
  - Machinery, except electrical
    - Engines and turbines
    - Farm and garden machinery (X)
    - Construction and related machinery (X)
    - Metalworking machinery
    - Special industry machinery
    - General industrial machinery (X)
    - Office, computing machinery (X)
    - Refrigeration and service machinery
    - Miscellaneous machinery, except electrial
  - Electric mach., eqpmt., & supplies
    - Electric distributing equipment
    - Electrical industrial apparatus (X)
    - Household appliances
    - Electric lighting and wiring equipment (X)
    - Radio and TV receiving equipment
    - Communication equipment
    - Electronic components and accessories (X)
    - Misc. electrical equipment and supplies
  - Transportation equipment
    - Motor vehicles and equipment (X)
    - Aircraft and parts
    - Ship and boat building and repairing (X)
    - Railroad equipment
    - Motorcycles, bicycles, and parts (X)
    - Guided missiles, space vehicles (X)
    - Miscellaneous transportation equipment
  - Professional, scientific instruments
    - Engineering and scientific istruments
    - Mechanical measuring and controlling
    - Optical instruments and lenses
    - Medical instruments and supplies (X)
    - Ophthalmic goods
    - Photographic equipment and supplies

  - Watches, clocks, & watchcases
- Misc. manufacturing industries
  - Jewelry, silverware, and plated ware
  - Musical instruments (X)
  - Toys and sporting goods
  - Pens, pencils, and office and art supplies
  - Costume jewelry and notions (X)
  - Miscellaneous manufacturers

NONDURABLE GOODS MANUFACTURING

- Food and kindred products
  - Meat products
  - Dairy products
  - Preserved fruits and vegetables
  - Grain mill products
  - Bakery products
  - Sugar and confectionery products
  - Fats and oils
  - Beverages
  - Miscellaneous foods and kindred products
- Tobacco manufactures
  - Cigarettes
  - Cigars
  - Tobacco (chewing and smoking)
  - Tobacco stemming and redrying
- Textile mill products
  - Weaving mills, cotton
  - Weaving mills, synthetic fibers (X)
  - Weaving and finishing mills, wool
  - Narrow fabrics mills
  - Knitting mills
  - Textile finishing, except wool (X)
  - Floor covering mills
  - Yarn and thread mills (X)
  - Miscellaneous textile goods
- Apparel and textile products
  - Men's and boys' suits and coats
  - Men's and boys' furnishings
  - Women's and misses' outerwear
  - Women's and misses' undergarments
  - Hats, caps, and millinery
  - Children's outerwear
  - Fur goods
  - Miscellaneous apparel and accessories
  - Miscellaneous fabricated textile products (X)
- Paper and allied products
  - Pulp mills
  - Paper mills, except building paper
  - Paperboard mills
  - Miscellaneous converted paper products (X)
  - Paperboard containers and boxes
  - Building paper and board mills
- Printing and publishing industries
  - Newspapers
  - Periodicals
  - Books (X)
  - Miscellaneous publishing (X)
  - Commercial printing
  - Manifold business forms
  - Greeting card publishing
  - Blankbooks and bookbinding
  - Printing trade services
- Chemicals and allied products
  - Industrial inorganic chemicals
  - Plastics materials and synthetics
  - Drugs
  - Soap, cleaners, and toilet goods
  - Paints and allied products
  - Industrial organic chemicals
  - Agricultural chemicals
  - Miscellaneous chemical products
- Petroleum and coal products
  - Petroleum refining
  - Paving and roofing materials
  - Miscellaneous petroleum and coal products
- Rubber and misc. plastics products
  - Tires and inner tubes
  - Rubber and plastics footwear
  - Reclaimed rubber (X)
  - Rubber and plastic hose and belting (X)
  - Fabricated rubber products, n.e.c.
  - Miscellaneous plastics products (X)
- Leather and leather products
  - Leather tanning and finishing
  - Boot and shoe cut stock and findings
  - Footwear, except rubber
  - Leather gloves and mittens (X)
  - Luggage (X)
  - Handbags and personal leather goods
  - Leather goods, n.e.c.

TRANSPORTATION, COMMUNICATIONS & UTILITIES

TRANSPORTATION

- Railroad transportation
- Local and interurban transit
  - Local and suburban transportation (X)
  - Taxicabs
  - Intercity highway transportation
  - Transportation charter service
  - School buses
  - Bus terminal and service facilities
- Trucking and warehousing
  - Trucking, local and long distance (X)
  - Public warehousing
  - Trucking terminal facilities (X)
- U.S. postal service *
- Water transportation
  - Deep sea foreign transportation
  - Deep sea domestic transportation
  - Great lakes transportation
  - Transportation on rivers and canals
  - Local water transportation
  - Water transportation services
- Air transportation
  - Certificated air transportation
  - Noncertificated air transportation (X)
  - Air transportation services
- Pipe lines, except natural gas
- Transportation services
  - Freight forwarding
  - Arrangement of transportation (X)
  - Rental of railroad cars
  - Miscellaneous transportation services (X)

COMMUNICATIONS AND UTILITIES

- Communications
  - Telephone communication
  - Telegraph communication
  - Radio and television broadcasting (X)
  - Communication services, n.e.c. (X)
- Utilities and sanitary services
  - Electrical companies and systems
  - Gas companies and systems
  - Combination companies and systems
  - Water supply (X)
  - Sanitary services (X)
  - Steam supply
  - Irrigation systems (X)

WHOLESALE AND RETAIL TRADE

WHOLESALE TRADE

- Wholesale trade, durable goods
  - Motor vehicles and auto parts and supplies (X)
  - Furniture and home furnishings (X)
  - Lumber and other construction materials (X)
  - Sporting, toy, photo,& photo gds & supplies (X)
  - Metals and minerals, except petroleum
  - Electrical goods
  - Hardware, plumbing, and heating supplies
  - Machinery, equipment, and supplies (X)
  - Miscellaneous durable goods
- Wholesale trade, nondurable goods
  - Paper & paper products (X)
  - Drugs, proprietaries, and sundries
  - Apparel, piece goods, and notions
  - Groceries and related products
  - Farm-product raw materials (X)
  - Chemicals and allied products
  - Petroleum and petroleum products
  - Beer, wine, & distilled alcholic beverages (X)

- Miscellaneous nondurable goods (X)

RETAIL TRADE

- Bldg. mat., garden sup., mobile homes
    - Lumber and other bldg. materials dealers (X)
    - Paint, glass, and wallpaper stores (X)
    - Hardware stores
    - Retail nurseries, lawn and garden supplies (X)
    - Mobile home dealers
- Retail trade, general merchandise
    - Department stores (X)
    - Variety stores
    - Miscellaneous general merchandise stores
- Food stores
    - Grocery stores (X)
    - Meat and fish (seafood) markets
    - Fruit stores and vegetable markets (X)
    - Candy, nut, and confectionery stores
    - Dairy products stores
    - Retail bakeries (X)
    - Miscellaneous food stores (X)
- Automobiles & recreational vehicles
    - Motor vehicle dealers (new & used) (X)
    - Motor vehicle dealers (used only) (X)
    - Auto and home supply stores
    - Gasoline service stations (X)
    - Boat dealers
    - Recreational and utility trailer dealers (X)
    - Motorcycle dealers
    - Automotive dealers, n.e.c.
- Apparel and accessories stores
    - Men's and boys' clothing and furnishings (X)
    - Women's ready-to-wear stores
    - Women's accessory and specialty stores
    - Children's and infants' wear stores
    - Family clothing store
    - Shoe stores (X)
    - Furriers and fur shops
    - Miscellaneous apparel and accessories (X)
- Furniture & home furnishings stores
    - Furniture & home furnishing, excl. appl. (X)
    - Household appliance stores
    - Radio, television, and music stores (X)
- Eating and drinking places (X)
- Miscellaneous retail stores
    - Drug stores & proprietary stores
    - Liquor stores
    - Used merchandise stores (X)
    - Miscellaneous shopping goods stores
    - Nonstore retailers
    - Fuel and ice dealers
    - Retail stores, n.e.c.

FINANCE, INSURANCE, AND REAL ESTATE

BANKING
- Federal reserve banks
- Commercial and stock savings banks (X)
- Mutual savings banks (X)
- Trust companies, nondeposit
- Functions closely related to banking

CREDIT AGENCIES OTHER THAN BANKS
- Rediscount and financing institutions
- Savings and loan associations
- Agricultural credit institutions (X)
- Personal credit institutions (X)
- Business credit institutions (X)
- Mortgage bankers and brokers (X)

SECURITY & COMMODITY BROKERS, DEALERS
- Security brokers and dealers (X)
- Commodity contracts brokers and dealers (X)
- Security and commodity exchanges
- Security and commodity services (X)

INSURANCE CARRIERS
- Life insurance
- Medical service and health insurance (X)
- Fire, marine, and casualty insurance
- Surety insurance
- Title insurance (X)
- Pension, health, and welfare funds (X)
- Insurance carriers, n.e.c.

INSURANCE AGENTS, BROKERS, & SERVICES

REAL ESTATE
- Real estate operators and lessors
- Real estate agents and managers (X)
- Title abstract offices (X)
- Subdividers and developers (X)

COM[illegible]S, INSURANCE, LOAN, LAW OFF.

HOLDING AND OTHER INVESTMENT OFFICES
- Holding offices
- Investment offices
- Trusts (X)
- Miscellaneous investing

SERVICES

HOTELS AND OTHER LODGING PLACES
- Hotels, motels, and tourist courts (X)
- Rooming and boarding houses
- Camps and trailering parks
- Organization hotels and lodging houses

PERSONAL SERVICES
- Laundry, cleaning, and garment services
- Photographic studios, portrait
- Beauty shops
- Barber shops
- Shoe repair, shoe shine, hat cleaning shops
- Funeral services and crematories
- Miscellaneous personal services

MISCELLANEOUS BUSINESS SERVICES
- Advertising
- Consumer credit reporting and collection (X)
- Mailing, repro., comm. art, & steno. services
- Services to dwellings and other buildings (X)
- News syndicates (X)
- Personnel supply services (X)
- Computer and data processing services (X)
- Miscellaneous business services

AUTOMOBILE REPAIR, SERVICES, GARAGES
- Automobile rentals, leasing, w/o drivers (X)
- Automobile parking
- Automobile repair shops (X)
- Automobile services, except repair (X)

MISCELLANEOUS REPAIR SERVICES
- Electrical repair shops
- Watch, clock, and jewelry repair
- Reupholstery and furniture repair (X)
- Misc. repair shops and related services (X)

MOTION PICTURES
- Motion picture production and services
- Motion picture distribution and services
- Motion picture theaters

AMUSEMENT & REC., EXC. MOTION PICTURES
- Dance halls, studios, and schools (X)
- Theatrical producers, bands, entertainers
- Bowling alleys and billiard and pool estab.
- Commercial sports (X)
- Misc. amusement and recreation services (X)

HEALTH SERVICES
- Offices of physicians (X)
- Offices of dentists (X)
- Offices of osteopathic physicians (X)
- Offices of other health practitioners (X)
- Nursing and personal care facilities (X)
- Hospitals (X)
- Medical and dental laboratories (X)
- Outpatient care facilities (X)
- Health and allied services, n.e.c. (X)

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Exhibit 2

- LEGAL SERVICES (X)
- EDUCATIONAL SERVICES
- SOCIAL SERVICES
  - Individual and family social services (X)
  - Job training and vocational rehab. services (X)
  - Child day care services (X)
  - Residential care (X)
  - Social services, n.e.c. (X)
- MUSEUMS, ART GALLERIES, AND ZOOS
  - Museums and art galleries
  - Arboreta, botanical, zoological gardens
- MEMBERSHIP ORGANIZATIONS
  - Business associations
  - Professional membership organizations (X)
  - Labor unions & similar labor organizations
  - Civic, social and fraternal associations
  - Political organizations (X) *
  - Religious organizations *
  - Membership organizations, n.e.c.
- PRIVATE HOUSEHOLDS
- MISCELLANEOUS SERVICES
  - Engineering, architect., surveying services (X)
  - Noncommercial educ., scient., research organ (X)
  - Accounting, auditing, & bookkeeping services
  - Services, n.e.c.

GOVERNMENT

- Federal government *
- State government, excl. education & hospitals
- Local government, excl. education & hospitals

* Excluded by law.

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Appendix E
Exhibit 3

PARTIAL LISTING OF OCCUPATIONS REQUIRING NEW TECHNOLOGICAL SKILLS

In many cases, occupations which require new technological skills will be in growth industries (see exhibit 2) or demand in those occupations will exceed supply (see exhibit 4). This list should be used only if an occupation is not in a growth industry or demand does not exceed supply. The occupations on this list are only suggestive of the type of occupations which clearly require new technological skills. It is not intended to be a complete list. The ELR will have to use his or her best judgment if an occupation is not similar to one on this list and the employer claims that new technological skills are required.

bionic-electronic technician

cable television technician

cellular mobile radio technician

computer data base service occupations

computer drafting technician

computer graphics technician

computer-assisted manufacturing worker

computer software production occupations

consumer electronics occupations

crystal manufacturing occupations

fiber optics worker

genetic engineering technician

hazardous waste management technician

holographic inspection technician

industrial laser process technician

laser/electro-optics technician

nuclear quality assurance inspector

personal computer occupations

robotics occupations

Appendix E
Exhibit 4

LIST OF ALL OCCUPATIONS
(With 1980 Employment of 5,000 or Higher)

Those occupations marked with an "X" are expected to experience above average growth in employment over a 10-year period (Source: BLS) and will be considered to meet the demand exceeds supply requirement. Data compiled on a local or State basis may also be used to supplement this list.

CAUTION: Not all occupations on this list are automatically acceptable under PL 98-77 (e.g., some would be excluded because the training period is too short).

OCCUPATIONS

PROFESSIONAL, TECHNICAL, AND RELATED WORKERS

- ENGINEERS
  - Aeronautical and astronautical engineers (X)
  - Chemical engineers (X)
  - Civil engineers (X)
  - Electrical engineers (X)
  - Industrial engineers (X)
  - Mechanical engineers (X)
  - Metallurgical engineers (X)
  - Mining engineers (X)
  - Petroleum engineers (X)
  - All other engineers
- LIFE AND PHYSICAL SCIENTISTS
  - Agricultural scientists
  - Biological scientists
  - Chemists (X)
  - Geologists (X)
  - Medical scientists
  - Physicists
  - All other life and physical scientists
- MATHEMATICAL SPECIALISTS
  - Actuaries (X)
  - Mathematicians
  - Statisticians
  - All other mathematical specialists
- ENGINEERING AND SCIENCE TECHNICIANS
  - Broadcast technicians
  - Civil engineering technicians (X)
  - Drafters
  - Electrical and electronic technicians (X)
  - Industrial engineering technicians (X)
  - Mechanical engineering technicians (X)
  - Surveyors (X)
  - All other engineering and science technicians (X)
- MEDICAL WORKERS, EXCEPT TECHNICIANS
  - Chiropractors (X)
  - Dentists (X)
  - Dietitians (X)
  - Nurses, professional (X)
  - Optometrists (X)
  - Pharmacists
  - Physicians, medical and osteopathic (X)
  - Podiatrists (X)
  - Therapists (X)
    - Inhalation therapists (X)
    - Manual arts, music, and recreational therapists (X)
    - Occupational therapists (X)
    - Physical therapists (X)
    - Speech and hearing clinicians (X)
    - All other therapists
  - Veterinarians (X)
- HEALTH TECHNOLOGISTS AND TECHNICIANS
  - Cytotechnologists (X)
  - Dental hygienists (X)
  - Dietetic technicians (X)
  - EKG technicians (X)
  - Health records technologists (X)
  - Licensed practical nurses (X)
  - Medical technicians (X)
  - Medical laboratory technologists (X)
  - Pharmacy helpers (X)
  - Physical therapy technicians (X)
  - Radiological and nuclear medicine technicians (X)
  - Surgical technicians (X)
  - X-ray technicians (X)
  - All other health technologists and technicians (X)
- TECHNICIANS, EXCEPT HEALTH, SCIENCE, AND ENGINEERING
  - Airplane pilots
  - Air traffic controllers
  - Embalmers
  - Flight engineers
  - Radio operators
  - Technical assistants, library
  - Tool programmers, numerical control
  - All other technicians, except health, science, engineering (X)
- COMPUTER SPECIALISTS
  - Computer programmers (X)
  - Computer systems analysts (X)
- SOCIAL SCIENTISTS
  - Economists (X)
  - Financial analysts (X)
  - Psychologists (X)
  - Sociologists (X)
  - Urban and regional planners (X)
  - All other social scientists
- TEACHERS
  - Adult education teachers
  - College and university teachers
  - Dance instructors
  - Elementary school teachers (X)
  - Extension service specialists
  - Graduate assistants
  - Preschool and kindergarten teachers (X)
  - Secondary school teachers
  - Vocational education teachers (X)
  - All other teachers
- SELECTED WRITERS, ARTISTS, AND ENTERTAINERS
  - Actors
  - Athletes
  - Commercial artists
  - Dancers
  - Designers

- Musicians, instrumental
- Painters, artistic
- Photographers
- Public relations specialists (X)
- Radio and television announcers
    - Announcers
    - Broadcast news analysts
- Reporters and correspondents
- Singers
- Sports instructors
- Writers and editors
- Writers, artists, and entertainers, n.e.c.

OTHER PROFESSIONAL AND TECHNICAL WORKERS

- Accountants and auditors (X)
- Architects (X)
- Assessors
- Audiovisual specialists, education
- Brokers, floor representatives, and security traders (X)
- Buyers, retail and wholesale trade (X)
- Claim examiners, property/casualty insurance (X)
- Claims takers, unemployment benefits (X)
- Clergy
- Cost estimators (X)
- Credit analysts, chief (X)
- Credit analysts (X)
- Directors, religious education and activities
- Employment interviewers (X)
- Foresters
- Insurance investigators (X)
- Judges
- Law clerks (X)
- Lawyers
- Librarians
- Magistrates
- Media buyers
- Paralegal personnel (X)
- Personnel and labor relations specialists
- Purchasing agents and buyers
- Recreation workers, group
- Safety inspectors (X)
- Social workers
    - Caseworkers (X)
    - Community organization workers (X)
- Special agents, insurance (X)
- Tax examiners, collectors, and revenue agents
- Tax preparers (X)
- Title examiners and abstractors
- Underwriters (X)
- Vocational and educational counselors
- Welfare investigators
- All other professional workers

MANAGERS, OFFICIALS, AND PROPRIETORS

- Auto parts department managers
- Auto service department managers (X)
- Construction inspectors, public administration (X)
- Inspectors, except construction, public administration
- Postmasters and mail superintendents
- Railroad conductors
- Restaurant, cafe, and bar managers
- Sales managers, retail trade (X)
- Store managers
- Wholesalers
- All other managers

SALES WORKERS

- Brokers and market operators, commodities (X)
- Contribution solicitors (X)
- Crating and moving estimators (X)
- Real estate appraisers (X)
- Real estate brokers (X)
- Sales agents and representatives, real estate (X)
- Sales agents and representatives, insurance (X)
- Sales agents, and representatives, securities (X)
- Sales clerks
- Travel agents and accommodations appraisers (X)
- Vendors (X)
- All other sales workers (X)

CLERICAL WORKERS

- Adjustment clerks (X)
- Admissions evaluators
- Bank tellers
    - New accounts tellers (X)
    - Tellers (X)
- Bookkeepers and accounting clerks
    - Accounting clerks
    - Bookkeepers,
- Brokerage clerks (X)
- Car rental clerks (X)
- Cashiers (X)
- Checking clerks (X)
- Circulation clerks (X)
- Claims adjusters (X)
- Claims clerks (X)
- Claims examiners, insurance (X)
- Clerical supervisors (X)
- Collectors, bill and account (X)
- Court clerks
- Credit authorizers (X)
- Credit clerks, banking and insurance (X)
- Credit reporters (X)
- Customer service representatives, printing and publishing
- Desk clerks, bowling floor
- Desk clerks, except bowling floor
- Dispatchers, police, fire, and ambulance
- Dispatchers, vehicle, service, or work (X)
- Eligibility workers, welfare
- File clerks
- General clerks, office
- In-file operators (X)
- Insurance checkers (X)
- Insurance clerks, except medical
- Insurance clerks, medical (X)
- Library assistants
- Loan closers (X)
- Mail carriers, Postal Service
- Mail clerks
- Marking clerks, trade (X)
- Messengers
- Meter readers, utilities
- Mortgage closing clerks
- Office machine operators
    - Bookkeeping and billing operators
        - Bookkeeping, billing machine operators (X)
        - Proof machine operators (X)
        - Transit clerks (X)
    - Computer, peripheral equipment operators (X)
        - Computer operators (X)
        - Peripheral EDP equipment operators (X)
    - Duplicating machine operators
    - Keypunch operators
    - Tabulating machine operators (X)
    - All other office machine operators (X)
- Order clerks
- Payroll and timekeeping clerks (X)
- Personnel clerks (X)
- Policy change clerks
- Postal clerks
- Procurement clerks
- Production clerks (X)
- Proofreaders
- Rate clerks, freight (X)
- Raters
- Real estate clerks (X)
- Receptionists (X)
- Reservation agents
- Safe deposit clerks (X)
- Secretaries, stenographers, and typists
    - Secretaries (X)
    - Stenographers
    - Typists (X)
- Service clerks (X)
- Shipping and receiving clerks
- Shipping packers
- Statement clerks (X)
- Statistical clerks
- Stock clerks, stockroom and warehouse

- Survey workers
- Switchboard operators/receptionists (X)
- Teachers' aides, except monitors (X)
- Telephone advertisement takers, newspapers (X)
- Telegraph operators
- Telephone operators
  - Switchboard operators
  - Central office operators
  - Directory assistance operators
  - All other telephone operators
- Ticket agents
- Title searchers (X)
- Town clerks
- Traffic agents (X)
- Traffic clerks (X)
- Transportation agents
- Travel counselors, auto club
- Weighers (X)
- Worksheet clerks
- Yard clerks
- All other clerical workers

CRAFT AND RELATED WORKERS

CONSTRUCTION CRAFT WORKERS

- Air-hammer operators (X)
- Brickmasons (X)
- Carpenters (X)
- Carpet cutters and layers (X)
- Ceiling tile installers and floor layers (X)
- Concrete and terrazzo finishers (X)
- Drywall installers and lathers
  - Drywall applicators (X)
  - Lathers
  - Tapers (X)
- Electricians (X)
- Fitters, pipelaying (X)
- Glaziers (X)
- Highway maintenance workers
- Insulation workers (X)
- Painters, construction and maintenance
- Paperhangers
- Plasterers
- Plumbers and pipefitters (X)
- Refractory materials repairers (X)
- Roofers
- Stonemasons
- Structural steel workers (X)
- Tile setters (X)

MECHANICS, REPAIRERS, AND INSTALLERS

- Air-conditioning, heating, and refrigeration mechanics (X)
- Aircraft mechanics
- Auto body repairers (X)
- Auto seat cover and top installers
- Automotive mechanics (X)
- Auto repair service estimators (X)
- Bicycle repairers (X)
- Coin machine servicers and repairers
- Data processing machine mechanics (X)
- Diesel mechanics (X)
- Electrical instrument and tool repairers
- Electric motor repairers (X)
- Electric powerline installers and repairers
  - Cable splicers
  - Line installers and repairers
  - Troubleshooters, powerline
- Engineering equipment mechanics
- Farm equipment mechanics
- Gas and electric appliance repairers
- Household appliance installers (X)
- Hydroelectric machine mechanics
- Instrument repairers
- Knitting machine fixers
- Laundry machine mechanics
- Locksmiths (X)
- Loom fixers
- Maintenance mechanics (X)
- Maintenance repairers, general utility (X)
- Marine mechanics and repairers
- Millwrights (X)
- Mine machinery mechanics (X)
- Mobile home repairers (X)
- Musical instrument repairers (X)
- Office machine and cash register servicers (X)
- Pinsetter mechanics, automatic
- Radio and television repairers (X)
- Railroad car repairers
- Railroad signal and switch maintainers
- Section repairers and setters
- Sewing machine mechanics
- Shoe repairers
- Telephone installers and repairers
  - Cable repairers
  - Cable installers
  - Central office repairers
  - Frame wirers
  - Installers, repairers, and section mechanics
  - Station installers
  - Trouble locators, test desk
  - All other telephone installers and repairers
- Water meter installers (X)
- All other mechanics, repairers, and installers

METALWORKING CRAFT WORKERS, EXCEPT MECHANICS

- Blacksmiths
- Boilermakers
- Coremakers, hard, bench, and floor
- Forging press operators (X)
- Header operators (X)
- Heat treaters, annealers, and temperers
- Layout markers, metal
- Machine tool setters, metalworkers (X)
- Machinists (X)
- Molders, metal
  - Molders, bench and floor
- Molders, machine
  - All other molders, metal
- Patternmakers, metal
- Punch press setters, metal
- Rolling mill operators and helpers
- Shear and slitter setters (X)
- Sheet-metal workers and tinsmiths
- Tool-and-die makers (X)
- All other metalworking craft workers (X)

PRINTING TRADES CRAFT WORKERS

- Bookbinders, hand and machine
- Bindery machine setters
- Compositors and typesetters
- Etchers and engravers
- Photoengravers and lithographers
  - Camera operators, printing (X)
  - Photoengravers
  - Strippers, printing (X)
- Press and plate printers
  - Letter press operators
  - Offset lithographic press operators
  - Platemakers
  - Press operators and plate printers
  - All other press and plate printers

OTHER CRAFT AND RELATED WORKERS

- Auxiliary equipment operators
- Bakers
- Blue-collar worker supervisors
- Cabinetmakers (X)
- Control room operators, steam
- Crane, derrick, and hoist operators
- Dental laboratory technicians (X)
- Food shapers, hand
- Furniture finishers (X)
- Furniture upholsterers
- Glass installers
- Heavy equipment operators (X)
- Inspectors
- Jewelers and silversmiths
- Lens grinders
- Locomotive engineers
- Locomotive engineer helpers
- Log inspectors, graders, and scalers

Logging tractor operators
Lumber graders
Machine setters, paper goods
Machine setters, plastic materials (X)
Machine setters, woodworking
Merchandise displayers and window trimmers (X)
Millers
Motion picture projectionists
Opticians (X)
Oil pumpers
Patternmakers, wood (X)
Power station operators
Pumpers, hand
Pumping station operators, waterworks
Sewage plant operators
Shipfitters (X)
Ship engineers
Stationary engineers
Tailors (X)
Testers
Upholsterers (X)
Upholstery cutters (X)
Upholstery, n.e.c. (X)
Veneer graders (X)
Watchmakers
Water treatment plant operators
All other craft and related workers

__OPERATIVES__

ASSEMBLERS
Aircraft structure and surfaces assemblers
Electrical and electronic assemblers
Electro-mechanical equipment assemblers (X)
Instrument makers and assemblers (X)
Machine assemblers (X)
All other assemblers (X)

BINDERY OPERATIVES
Bindery workers, assembly
Bindery workers, stitching
All other bindery operatives

LAUNDRY, DRYCLEANING, AND PRESSING MACHINE OPERATIVES
Drycleaners, hand and machine
Folders, laundry
Laundry operators, small establishment
Markers, classifiers, and assemblers
Pressers, hand
Pressers, machine
Pressers, machine laundry
Rug cleaners, hand and machine
Shapers and pressers
Spotters, drycleaning and washable materials
Washers, machine, and starchers (X)
All other laundry, drycleaning, and pressing
machine operators

MEAT CUTTERS AND BUTCHERS
Boners, meat
Bonders, poultry
Butchers, all-around
Carcass splitters
Fish cleaners, hand, and butchers, fish

METALWORKING OPERATIVES
Dip platers, nonelectrolytic (X)
Drill press and boring machine operators (X)
Electroplators
Furnace chargers (X)
Furnace operators, cupola tenders (X)
Grinding and abrading machine operators, metal (X)
Heaters, metal (X)
Lathe machine operators, metal (X)
Machine-tool operators, combination (X)
Machine-tool operators, numerical control
Machine-tool operators, tool-room (X)
Milling and planing machine operators
Pourers, metal (X)
Power brake and bending machine operators, metal (X)
Punch press operators, metal (X)
Welders and flamecutters (X)
All other metalworking operators

MINE OPERATIVES, N.E.C.
Continuous mining machine operators (X)
Derrick operators, petroleum and gas
Gaugers
Loading machine operators (X)
Mill and grinder operators, minerals
Roof bolters (X)
Roustabouts
Service unit operators, oil well
Shuttle car operators (X)
Well pullers
All other mine operatives, n.e.c. (X)

PACKING AND INSPECTING OPERATIVES
Baggers
Bundlers
Cloth graders
Graders, food and skins
Production packagers
Selectors, glassware
All other packing and inspecting operatives

PAINTERS, MANUFACTURED ARTICLES
Painters, automotive (X)
Decorators, hand (X)
Rubbers (X)
Painters, production (X)

SAWYERS
Cut-off-saw operators, lumber (X)
Edgers, automatic and pony
Head sawyers
Ripsaw operators (X)
Sawyers metal (X)
Trim-saw operators
All other sawyers

SEWERS AND STITCHERS
Menders
Sewing machine operator
    Regular equipment, garment
    Special equipment, garment
    Regular equipment, nongarment
    Special equipment, nongarment
All other sewers and stitchers

TEXTILE OPERATIVES
Battery loaders
Beam warper tenders and beamers
Card tenders and comber tenders
Creelers, yarn
Doffers
Drawing frame and gill box tenders
Folders, hand
Knitting machine operators
Seamless hosiery knitters
Slubber tenders
Spinners, frame
Spooler operators, automatic
Texturizers and crimp setters
Turners
Twister tenders (X)
Weavers
Winder operators, automatic
Yarn winders (X)
All other textile operatives

TRANSPORTATION EQUIPMENT OPERATIVES
Ambulance drivers and ambulance attendants (X)
Bus drivers
Chauffeurs
Delivery and route workers
Industrial truck operators
Log handling equipment operators
Parking attendants
Railroad brake operators
Rental car delivery workers (X)
Sailors and deckhands

- Streetcar operators
- Taxi drivers
- Truck drivers (X)
- Transportation equipment operatives, n.e.c.

ALL OTHER OPERATIVES
- Batch plant operators (X)
- Blasters (X)
- Coil finishers (X)
- Cutters, machine
- Cutters, portable machine
- Cutter-finisher operators, rubber goods (X)
- Cutting machine operators, food;
- Die cutters and clicking machine operators
- Dressmakers, except factory
- Drillers, hand and machine (X)
- Dyers
- Exterminators (X)
- Filers, grinders, buffers, and chippers (X)
- Floor sanding machine operators
- Fuel pump attendants and lubricators (X)
- Furnace operators and tenders, except metal
    - Kiln operators, minerals
    - Stationary boiler firers
    - All other furnace operators and tenders, except metal
- Furniture assemblers and installers (X)
- Miscellaneous machine operatives
    - Meat and diary
    - All other food
    - Tobacco
    - Lumber and furniture (X)
    - Paper
    - Chemicals
    - Rubber and plastics (X)
    - Leather
    - Stone, clay, glass
    - Primary metals (X)
    - Manufacturing, n.e.c.
    - Nonmanufacturing, n.e.c.
- Miscellaneous operatives, durable goods, n.e.c. (X)
- Miscellaneous operatives, nondurable goods, n.e.c.
- Mixing operatives
- Mailing machine operators
- Oilers (X)
- Photographic process workers
- Power screwdriver operators (X)
- Punch and stamping press operators, except metal (X)
- Riveters (X)
- Rotary drill operators
- Rotary drill operator helpers
- Sandblasters and shotblasters (X)
- Sanders, wood (X)
- Shear and slitter operators, metal (X)
- Shoemaking machine operators
- Surveyor helpers (X)
- Termite treaters and helpers (X)
- Tire changers and repairers
- Winding operatives, n.e.c.
    - Coil winders (X)
    - Paper reel and rewinder operators
    - Winders, paper machine
    - All other winding operatives, n.e.c. (X)
- Wirers, electronic
- Wood machinists (X)
- Operatives, n.e.c.

LABORERS, EXCEPT FARM

- Animal caretakers (X)
- Construction laborers, except carpenter helpers
    - Asphalt rakers
    - Fence erectors (X)
    - Pipelayers (X)
    - Reinforcing-iron workers (X)
    - All other construction laborers (X)
- Cannery workers
- Chain offbearers, lumber
- Cleaners, vehicle (X)
- Conveyor operators and tenders
- Forest conservation workers
- Furnace operators and heater helpers (X)
- Garbage collectors
- Gardeners and groundskeepers, except farm
- Helpers, trades (X)
- Line service attendants
- Loaders, cars and trucks (X)
- Loaders, tank cars and trucks
- Off-bearers (X)
- Riggers
- Septic tank servicers (X)
- Setters and drawers
- Shakeout workers, foundry (X)
- Stock handlers
    - Order fillers
    - Stock clerks, sales floor (X)
- Timbercutting and logging workers
    - Choker setters, lumber
    - Fallers and buckers
    - All other timbercutting and logging workers
- Work distributors (X)
- All other laborers, except farm

SERVICE WORKERS

FOOD SERVICE WORKERS
- Bakers, bread and pastry (X)
- Bartenders (X)
- Butchers and meat cutters
- Cooks, except private households
    - Cooks, institutional (X)
    - Cooks, restaurant (X)
    - Cooks, short order and specialty fast foods (X)
- Food service workers, fast food restaurants (X)
- Hosts/hostesses, restaurants, lounges, and coffee shops (X)
- Kitchen helpers (X)
- Pantry, sandwich, and coffee makers (X)
- Waiters and waitresses (X)
- Waiters, assistants (X)
- All other food service workers (X)

JANITORS AND SEXTONS

SELECTED HEALTH SERVICE WORKERS
- Dental assistants (X)
- Health aides, except nursing (X)
- Medical assistants (X)
- Nurses aides and orderlies (X)
- Psychiatric aides (X)

SELECTED PERSONAL SERVICE WORKERS
- Barbers
- Baggage handlers and porters
- Bellhops, bag porters, and doorkeepers
- Checkroom and locker room attendants (X)
- Child care attendants (X)
- Child care workers, except private household (X)
- Cosmetologists and women's hairstylists
- Elevator operators
- Flight attendants
- Funeral attendants
- Game and ride operators and concession workers (X)
- Guides, sightseeing and establishment (X)
- Housekeepers, hotel and motel (X)
- Manicurists
- Masseurs and masseuses
- Pin chasers
- Recreation facility attendants (X)
- Reducing instructors
- Scalp treatment operators (X)
- School monitors
- Shampooers
- Ushers, lobby attendants, and ticket takers
- Welfare service aides (X)
- Personal service workers, n.e.c.

PROTECTIVE SERVICE WORKERS
- Bailiffs (X)
- Checkers, fitting room (X)
- Correction officials and jailers (X)
- Crossing or bridge tenders
- Crossing guards, school (X)

- Firefighters
- Fire inspectors (X)
- Fire officers (X)
- Fish and game wardens
- Guards and doorkeepers (X)
- Lifeguards (X)
- Parking enforcement officers (X)
- Police detectives
- Police officers
- Police patrolmen/women
- Sheriffs (X)
- Store detectives (X)

PRIVATE HOUSEHOLD WORKERS
- Child care workers, private household
- Cooks, private household
- Housekeepers, private household
- Laundresses, private household
- Maids and servants, private household

SUPERVISORS, NONWORKING, SERVICE (X)

ALL OTHER SERVICE WORKERS (X)

FARMERS AND FARM WORKERS

FARMERS AND FARM MANAGERS
- Farmers (owners and tenants)
- Farm managers

FARM SUPERVISORS AND LABORERS
- Farm supervisors
- Farm laborers

October 27, 1983

DVB Circular 20-83-25
Appendix E
Exhibit 5

JOB SERVICE REVIEW

NOTE: The text and form in this exhibit were suggested by the VA for a Department of Labor training manual. The final manual pages may vary somewhat from the following.

The VA will generally rely on JS-VSPs or other JS designees to perform site visits to employers. Site visits may be useful for development of prospective training programs. Site visits are not a requirement for approval. The VA may request the assistance of the Job Service in performing a site visit in limited instances. These requests will be limited to cases where neither agency can verify that the applicant is a bona fide employer and cases where an approval issue cannot be resolved by any other method.

There will be instances where an application is sent directly to the VA without going through the Job Service. In these instances, the VA may request the Job Service to provide assistance on particular approval issues. It is anticipated that most of these contacts will be by telephone.

Items 19A, B, C, D, and E of the employer's application are reserved for Job Service use. The VA would prefer that the Job Service complete the checklist shown in appendix B (Job Service Certification Attachment (JSCA)), whenever possible instead of completing item 19. If the checklist is used, the Job Service should enter "see attached site visit checklist" in item 19B and not complete any other items on the application.

If the checklist is not used, then enter one of the following phrases in item 19A: (1) "Recent site visit for this program"; (2) "Recent site visit for some other purpose"; (3) "Recent telephone contact in connection with this program"; (4) "Recent telephone contact for some other purpose" (5) "Occasional contact with employer over the years"; or (6) "No contact with employer".

Also, if the checklist is not used, enter one of the following phrases in item 19B: (1) "Employer certifications believed to be correct"; (2) "Can verify employer has an established training program"; (3) "Can verify employer is well established in community"; (4) "New Employer"; or (5) "Cannot verify existence of employer".

The above responses will also be appropriate when the VA contacts the Job Service concerning applications which did not initially go through the Job Service.

At the top of the Job Service Certification Attachment (JSCA), enter the name and address of the employer and the employer's ID number as assigned by the Internal Revenue Service. The employer can tell the JS-VSP this number. "Occupation for which training is planned" refers to the specific training program for which approval is sought. If the employer submits several applications, this form must accompany each one. Only one site visit would need to be made, however.

The "Specific industry veteran will be employed in" is important because any occupation in a growth industry qualifies under this program. The VA will publish a list of growth industries which will be used to make this determination.

The "DOT number" is the DOT number which most closely reflects the occupation for which the employer intends to train. If the employer calls the job something other than that for which the DOT was assigned, an explanatory note should be made. The JS-VSP will enter a number from 3 to 9 corresponding to the correct code for the SVP.

The JS-VSP will check which category he or she believes best applies to the job. The VA will publish a list of growth industries and a list of occupations for which demand exceeds supply on a nationwide basis. Refer to these lists which will be found in DVB Circular 20-83-25. The JS-VSP will use SESA State or local statistical reports to determine if an occupation has a demand which exceeds supply on a local or state basis. The JS-VSP will then check the source of information which was the basis of this determination. If new technological skills is checked, the VA needs to know what new skills are involved and how much the job has changed because of the new skills. This category will be used only if one of the others does not fit.

The 5 questions which follow address approval issues which the JS-VSP should review at the time of contact with the employer.

A telephone call to the Better Business Bureau will verify whether any serious complaints have been lodged against the employer. If serious complaints exist, a note should be made as to the nature of the complaints.

If the JS-VSP has any additional comments, they should be listed in the comments section. Comments are not required.

The JS-VSP who reviewed the employer's application and training outline and prepared the JSCA should sign the form with his or her name and title.

The JS-VSP should attach his or her JSCA to the employer's application, and the two should be submitted to the nearest VA regional office. A listing of regional offices and their addresses appears in Appendix C.

During the site visit, the JS-VSP should take the time to make sure the employer understands the program fully. He or she should also let the employer know that the records which must be kept under this program are payroll records which prove payment to the veteran and records showing the progress of the veteran. A suggested form for the record of training is shown in Appendix B, a copy of which may be given to the employer. The VJT Program Training Record Sheet is very simple. It lists the job title and the name of the veteran and has a place for listing the tasks in the VJT Program outline, and columns for the veteran and his or her supervisor to initial that training was completed in each of the tasks. The JS-VSP should tell the employer that these records must be kept for three years from the ending date of the training period.

DVB Circular 20-83-25
Appendix E
Exhibit 5

October 27, 1983

JOB SERVICE CERTIFICATION ATTACHMENT

EMPLOYER ____________________ IRS TAX NO ____________

ADDRESS ______________________________________

____

OCCUPATION FOR WHICH TRAINING IS PLANNED ____________________

SPECIFIC INDUSTRY VETERAN WILL BE EMPLOYED IN ____________________

DOT NUMBER ____________________ SVP CODE ____________

JOB IS:

- ____ IN GROWTH INDUSTRY (PER VA LIST)
- ____ REQUIRES NEW TECHNOLOGICAL SKILLS (explain)
- ____ DEMAND EXCEEDS SUPPLY (PER VA LIST)
- ____ DEMAND EXCEEDS SUPPLY LOCALLY OR STATEWIDE
- ____ NOT SURE

SOURCE OF INFORMATION:

- ____ VA CIRCULAR (DVB CIRCULAR 20-83-25)
- ____ OCCUPATIONAL OUTLOOK HANDBOOK
- ____ OTHER U.S. DOL BLS DATA
- ____ SESA STATE WIDE DATA
- ____ SESA LOCAL DATA
- ____ OTHER (SPECIFY) ____________________

BEGINNING WAGE RATE REASONABLE?	___YES	___NO	___UNK
RECENT LAYOFFS IN THIS OCCUPATION AT THIS EMPLOYER?	___YES	___NO	___UNK
TRAINING CONTENT OF PROGRAM ADEQUATE?	___YES	___NO	___UNK
TRAINING PROGRAM IS OF CUSTOMARY LENGTH?	___YES	___NO	___UNK
TRAINING FACILITIES ARE ADEQUATE?	___YES	___NO	___UNK
RECORD OF SERIOUS COMPLAINTS WITH THE BETTER BUSINESS BUREAU?	___YES	___NO	___UNK

(IF YES, NATURE OF COMPLAINTS) ____________________

____

DATE LAST SITE VISIT WAS MADE __________ REASON FOR VISIT __________

DATE OF TELEPHONE CONTACT (IF NO SITE VISIT) ____________________

COMMENTS ______________________________________

____

____

____

SIGNED ____________________ TELEPHONE #(___) ____________

TITLE ____________________ DATE ____________

October 27, 1983

DVB Circular 20-83-25
Appendix E
Exhibit 6

Employer No.
Name of approved program:

Effective date of approval:

We are pleased to tell you that the above named training program has been approved under the Emergency Veterans' Job Training Act of 1983 - PL 98-77. Please use the employer no. shown above on all future correspondence.

Your program has an approved length of months and total hours. The maximum possible period of reimbursement under any program is 15 months for disabled veterans and 9 months for veterans who are not disabled.

Your first step is to locate a veteran who is eligible under this Training Act. Your nearest Job Service office may be able to help you locate an eligible veteran.

A veteran should establish his or her eligibility by showing you a Certificate of Eligibility, VA Form 22-8928. If you decide to hire the veteran, then you should complete the attached form entitled Notice of Intent to Employ a Veteran, VA Form 22-8930. Send this Intent form to the Houston address shown on the form.

This approval notice is no guarantee that you will actually receive reimbursement under the Job Training Act. Funds are limited and there is a possibility that funds would not be available for the reimbursement of a particular veteran.

The VA has 14 days in which to notify you that funds are not available for your particular veteran. The 14 days will start from the day that your letter to Houston, containing the VA Form 22-8930, is postmarked. The VA will have 14 calendar days from that date in which to put the reply into the mail. Therefore, you should allow for normal mailing time in addition to the 14 days if you wish to be absolutely sure that funds are available.

Our Houston office will notify you as soon as possible regarding the availability of funds. If funds are available, it will mail you a supply of the forms you need to obtain reimbursement along with instructions.

The earliest date from which you could be reimbursed is the date of approval shown above. Please keep in mind that reimbursement is for 1/2 of the starting wage without regard to overtime, premium pay or fringe benefits.

Please remember that you must furnish the veteran a copy of your application for approval under this program, VA Form 22-8931 plus attachments. You should obtain the veteran's written acknowledgment that he or she has received a copy of these documents. Also, please remember that you must continue to comply with the 14 certification requirements listed on the reverse side of the application form.

If there are any questions we can help you with concerning this Job Training Act, please call at . If you wish approval of any additional programs, please call us.

Department of Veterans Benefits
Veterans Administration
Washington, D. C. 20420

DVB Circular 20-83-25
Change

PUBLIC LAW 98-77, EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

DVB Circular 20-83-75, appendix E, is changed as follows:

Pages 1 and 2: Remove these pages and substitute pages 1 through 2a. (Paragraph 1 is revised to indicate that Central Office (223B) has jurisdiction over certain approvals. Paragraph 2 revised to clarify which office has jurisdiction when training will be conducted in more than one state or when training will be conducted at sites which fall under more than one regional office's jurisdiction within a state.)

Pages 9 through 12: Remove these pages and substitute pages 9 through 12c. (Paragraph 12g is revised to require entry in Target of the number of potential trainee positions for a given program. Paragraph 13b is revised for clarity and also to require that the ELR determine the number of potential trainees for an approved program. Future editions of the Employer's Application, VAF 22-8931, will ask for this information. Paragraph 14 is revised to provide instructions for withdrawal of approvals.)

Pages 29 and 30: Remove these pages and substitute pages 29 and 30 attached. (The second paragraph of the approval letter to the employer now includes a reference to the number of potential trainee positions.)

DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223, plus VBC, 1 each; Vet Centers, 2 each
EX: ASO AND AR, 1 each

DRAFT VERSION ONLY

ATTACHMENT H-1

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25
Appendix E
Change

APPROVAL OF JOB TRAINING PROGRAMS UNDER PL 98-77

1. Purpose and Overview

a. This appendix provides instructions for the approval of job training programs under the Emergency Veterans' Job Training Act of 1983 - PL 98-77. Directors of DVB field stations and the VA Central Office, as described in paragraph 2 below, are responsible for approvals. The ELR (Education Liaison Representative) will be responsible for the review of applications and will submit approval and denial recommendations to the Director for final action or referral to Central Office as required.

b. In recommending approval decisions, the ELR should keep in mind that the purpose of this legislation is to help unemployed veterans to obtain the necessary training for employment in stable and permanent positions. Congress intended that the approval process avoid costly and time-consuming administrative procedures. At the same time, the legislation contains a number of approval requirements and the VA must review each application carefully to ensure that an employer's training program meets all of these requirements.

c. It must be emphasized that the approval requirements under PL 98-77 differ markedly from the requirements for approval of programs under 38 U.S.C. ch. 36 and that the VA has final approval responsibility. Programs which are already approved under chapter 36 still must meet all of the requirements of PL 98-77.

d. In order to minimize administrative delays, regional offices must assign a very high priority to processing employer application forms (VA Form 22-8931). For cases which can be approved or denied without further development, the station should issue a response to the employer within 10 workdays of receipt of the application. However, the standard will be 5 days if there is any indication that the employer already has located a particular veteran and wishes to hire him or her under the program. It is anticipated that in only a small number of cases will the approval process take longer than 10 days. These would be cases where questions about the employer's application cannot be resolved by telephone.

2. Jurisdiction

a. Each regional office will be responsible for initially reviewing applications from any employer within the geographical area of jurisdiction assigned to the office, regardless of State borders. If all of the training will take place within the regional office's area of jurisdiction, the regional office should accept jurisdiction for the approval.

b. If a company's main office files an application which shows that the training may be conducted at sites located in more than one state, Central Office (223B) will have jurisdiction over the approval. Likewise, Central Office will have jurisdiction over nationwide apprenticeship programs if the employer is a carrier directly engaged in interstate commerce. In both instances, the regional office will forward the application to the appropriate Field Director (223B) with a recommendation for approval or disapproval and the reasons. Before referring a case to Central Office, the regional office should make sure the record shows the location or locations where the company wishes payments to be issued.

c. If an application shows that training may be conducted at sites located in more than one regional office's jurisdiction within the same state, the regional office with jurisdiction over the company's main office in that state will assume jurisdiction.

3. Liaison With Job Service. It is essential that the ELR establish a good working relationship with the Job Service (also known as the Employment Service in some States) in his or her State. ELR's should contact the SDVET (State Director of Veterans Employment and Training) and obtain a listing of local Job Service offices that fall within the regional office's jurisdiction. The Department of Labor, operating primarily through the Job Service offices, will assist the VA in the approval process as described in this appendix.

4. Resource Materials

a. The ELR will need to exercise sound judgment in reviewing employer applications. It is especially important for the ELR to ensure that the occupation in question involves significant training, that the training program is adequate and that the training period is not longer than employers in the community customarily require. In making these determinations, prior experience with apprenticeship and OJT training under chapter 34 may be helpful. Other sources which may be of assistance are: the Job Service; VA Central Office; the State approving agency; local trade association offices; other regional office ELR's; and local vocational schools.

b. The ELR must have the Fourth Edition of the Dictionary of Occupational Titles (DOT) and the publication, "Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles." (Please note that there is a 1982 update of the Fourth Edition DOT.) Appendix D of "Selected Characteristics" explains the SVP codes. SVP means "Specific Vocational Preparation (Training Time)." These codes will be used to determine if the length of a proposed training program is reasonable. If a job title is not listed in the DOT, the ELR will have to determine which DOT code most closely approximates the occupation in question.

c. There are two other Federal publications that may be helpful to the ELR. One is the Occupational Outlook Handbook (1982-83 edition). The other is the Standard Industrial Classification Manual (1972 edition with 1977 supplement). The handbook provides information on specific occupations. The manual may be useful in determining industry classifications, the need for which is described in paragraph 6 below.

NOTE: If copies of these publications are unavailable they may be ordered through the Government Printing Office bookstores or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

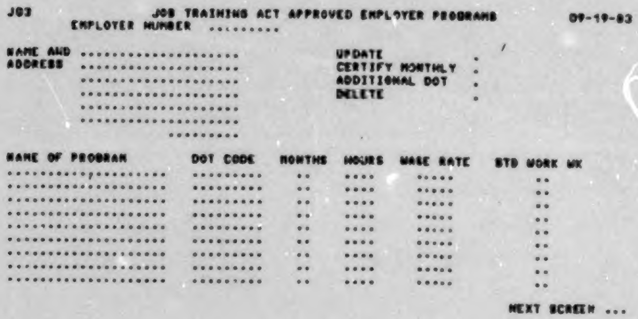
5. Initial Screening of Applications. Employers must complete VA Form 22-8931, Employer's Application for Approval of a Job Training Program, to obtain approval. Exhibit 1 shows a copy of both sides of

a. Access: The J03 screen is accessed from the Ready screen by entering the command - JBNK, password and the employer number in the FILE NUMBER field.

b. Name and address: The employer's name must be restricted to the first line. The address should be on lines 2 through 5 and the ZIP code on line 6. This address should be the address of the location where the monthly or quarterly certifications and VA checks will be mailed. Ordinarily, the address will be taken from item 3 of the application.

c. Update: A "Y" entry is required when establishing or updating a master record. If a record already exists and this item is not completed, the system will treat the JBNK command as an inquiry only and no updating of the master record will occur.

d. Certify Monthly: Enter "Y" if monthly checks are authorized. Otherwise, enter "N". (An employer is entitled to monthly payment if there are fewer than 75 employees and the employer checks "Yes" in item 15 of the application.)



```
J03                JOB TRAINING ACT APPROVED EMPLOYER PROGRAMS          09-19-83
          EMPLOYER NUMBER  .........

NAME AND ....................                   UPDATE             .
ADDRESS  ....................                   CERTIFY MONTHLY    .
         ....................                   ADDITIONAL DOT     .
         ....................                   DELETE             .
         ....................
         ....................
                   ..........

NAME OF PROGRAM         DOT CODE   MONTHS  HOURS  WAGE RATE   STD WORK WK
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
.....................   .........    ..     ....    .....          ..
                                                          NEXT SCREEN ...
```

Figure 1.

e. Additional DOT: Enter "Y" if there are more than nine approved programs. Only nine programs can be stored in the system. If there are more than 9 approved programs, the ELR should be prepared to receive telephone requests for information from the CPS in Houston regarding the additional programs.

f. Delete: Enter "Y" to eliminate the employer's record from the computer's file.

g. Name of Program: Identify approved program in 20 characters or less, including spaces. Also, indicate the number of possible trainee positions. For example if a firm might hire 3 machinist trainees, show "Machinist (3)." (See par. 13b(2) regarding the number of positions.)

h. DOT code: Enter DOT code which most closely fits the occupation.

i. Months: Enter number of months of the program from item 10A on application.

j. Hours: Enter from item 10B on application.

k. Wage Rate: Enter from item 9 on application.

l. STD Work WK: Enter the number of hours in the standard work week from item 12 on the application.

NOTE: There must be a reasonable relationship between the number of hours in the standard workweek, the total hours in the program and the total months of the program. The ELR should divide total hours by the number of hours in the standard workweek and then divide the resulting figure by the number of months in the program. If the final result is outside a range of 4 through 4.6 weeks then something is wrong. Consult the employer for clarification of either the number of months or the number of hours. EXAMPLE: An employer reports a 40-hour workweek and a 6 month program with 1040 hours. The calculation is: (1040/40)/6 = 4.33. This is the expected figure as it is the average number of weeks per month throughout a year.

m. Authorization:

(1) Hit enter when all items have been correctly completed.

(2) Print the J03 screen.

13. Approval - Other

a. An approval folder will be established for each approved employer. (If a ch. 34 approval folder already exists, a separate folder must be established.) A current print of the J03 screen will always be made part of the folder along with the employer's application and any correspondence. The ELR will sign and date the J03 screen and will annotate the screen to show on what basis the application was approved (i.e., growth industry, demand/supply, or new technological skills). The approval folder should clearly show how any questionable items on the employer's application were resolved. Disposition instructions for these folders will be forthcoming.

b. The approval notice will be a letter to the employer from the station Director patterned after the letter in exhibit 6.

(1) The effective date of approval will be the date the employer's application was received in the VA.

(2) A Notice of Intent to Employ a Veteran, VAF 22-8930, will always be attached to the approval letter. (Always include the employer number on both the letter and the form.) If there is an indication that the employer may employ more than one trainee in the program, send additional copies of VAF 22-8930. If there is no indication as to the number of potential trainees, the ELR should contact the employer by telephone to obtain this information.

(3) The ELR should always send a copy of the approval letter to the SDVFT.

14. Withdrawal of Approval

a. Reasons for Withdrawal. The Director of a regional office may immediately disapprove the further participation of veterans in a job training program when one of the following occurs:

(1) The program ceases to meet one or more approval requirements or the Director finds that one or more of the employer's certifications was false.

(2) The employer refuses to make available to an authorized representative of the Federal Government those records which the employer is required to keep to demonstrate compliance with the requirements of the law.

(3) The regional office or Central Office determines that an employer's program was originally approved as the result of an administrative error by the VA.

b. Withdrawal Procedures

(1) The Director will make a written decision recording the reason(s) why approval is withdrawn. The effective date of the withdrawal of approval will be the date this decision is signed.

(2) The regional office should notify the Houston CPS (24) by teletype whenever an approval is withdrawn. The teletype should advise

the CPS of the effective date from which benefits should be discontinued and should request the names of the individual veterans who are currently enrolled in the program. The CPS will furnish the names to the regional office by teletype.

(a) If the original approval was obtained as the result of the employer's false certification or if the employer refuses to make the required records available to an authorized representative of the federal government, the teletype should direct Houston to suspend further payments and create an overpayment to the employer for all prior payments.

(b) If the employer's original certifications were correct but the program no longer meets one or more approval requirements, the teletype should direct Houston to suspend further payments and create an overpayment to the employer from the date the approval requirement(s) were no longer met. The teletype should specify the effective date for the discontinuance of benefits.

(c) If the original approval was due to VA administrative error, the teletype should direct Houston to continue payments for veterans already enrolled in the program. Payments should also be continued if the original approval was correct but the company no longer is in a growth industry or the occupation no longer meets the demand/supply requirement.

(3) The regional office Director will notify the employer and veterans currently enrolled in the program that approval is being withdrawn. If an overpayment will be created, the notice will tell the employer that the Houston regional office will provide a separate notice regarding the amount of the overpayment and the details of repayment. All notices regarding disapproval, to the employer as well as to veterans, must be by certified or registered letter, return receipt requested, and shall include -

(a) A statement of the reasons for the withdrawal of approval, and

(b) An opportunity for a hearing for an employer or a veteran with respect to withdrawal of approval, provided a hearing is requested within 60 days of the notice.

(4) The ELR will amend the J03 screen to delete all entries regarding the disapproved program. This action will prevent Target from accepting any new enrollments. If approval of all programs for an employer is being withdrawn, the ELR may delete the employer's approval record entirely by entering a "Y" in the "Delete" field of the J03 screen.

c. Review Process

(1) If a heari is requested, it will be held before the Committee on Educational Allowances in the field station as established by 38 CFR 21.4207. If more than one person requests a hearing, the VA may hold one hearing, where feasible, for all persons who may wish to be heard. The VA will not pay for any expenses incurred for counsel or witnesses. The Committee will recommend to the Director whether or not to reinstate the approval. The Director may affirm or reverse the Committee's recommendation. The Director's decision shall be final unless the employer seeks a review by VA Central Office as provided in subparagraph (2) below.

(2) An employer or veteran who disagrees with the decision of the Director of a regional office to withdraw approval from a job training program may request that the decision be reviewed by the Director, Education Service (225B) at the VA Central Office. The employer or veteran may waive the right to a hearing before the review. The request -

(a) Must be made in writing to the Director of the regional office, and

(b) Must be received by the VA within 60 days of the date the Director notified the employer or veteran of the decision to withdraw approval, or if a hearing was held at the employer's or veteran's request, within 60 days of the date the decision was affirmed by the station Director.

(3) Upon receipt of a valid request for a review, the Director of the VA regional office will forward all evidence of record, including a transcript of the hearing, if one was held, to the Director, Education Service (225B). The Director, Education Service has the authority to affirm or reverse a decision of the Director of a regional office.

d. Renewal of Approval. If an employer takes steps to bring a job training program back into compliance with the approval requirements, the employer may request that a job training program be reapproved. A new application form will not be required. However, the employer must provide sufficient information in writing to justify renewal of approval.

e. Authority of the Director, Education Service

(1) If the Director, Education Service finds that a job training program was approved in error, he or she may direct the regional office Director to withdraw the approval in accordance with the procedures provided in subparagraphs a and b above.

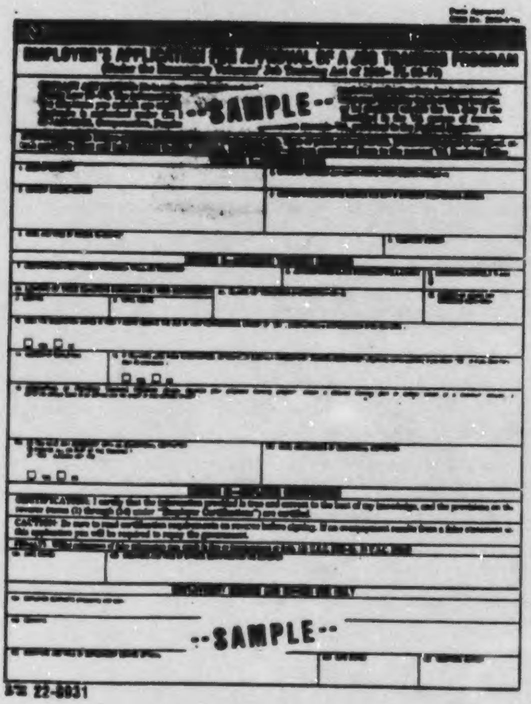
(2) If the Director, Education Service finds that an approval was withdrawn in error, he or she may direct the regional office Director to renew the approval without requiring the employer to submit a new application.

15. Work Measurement. One EP 890 will be recorded when the final action (approval or denial) is taken on each application.

DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223, plus VBC, 1 each; Vet Centers, 2 each
EX: ASG and AR, 1 each Distribution: CO: RPC 2900

DVB Circular 20-83-25
Appendix E
Exhibit 1



EMPLOYER'S APPLICATION FOR APPROVAL OF A JOB TRAINING PROGRAM

--SAMPLE--

--SAMPLE--

[illegible] 22-8031

BEST COPY AVAILABLE

DVB Circular 20-83-25
Appendix E
Exhibit 6

Employer No.
Name of approved program:

Effective date of approval:

We are pleased to tell you that the above named training program has been approved under the Emergency Veterans' Job Training Act of 1983 - PL 98-77. Please use the employer no. shown above on all future correspondence.

Your program has an approved length of   months and   total hours. The maximum possible period of reimbursement under any program is 15 months for disabled veterans and 9 months for veterans who are not disabled. You have indicated that you may have as many as   trainees in your program.

Your first step is to locate a veteran who is eligible under this Training Act. Your nearest Job Service office may be able to help you locate an eligible veteran.

A veteran should establish his or her eligibility by showing you a Certificate of Eligibility, VA Form 22-8928. If you decide to hire the veteran, then you should complete the attached form entitled Notice of Intent to Employ a Veteran, VA Form 22-8930. Send this Intent form to the Houston address shown on the form.

This approval notice is no guarantee that you will actually receive reimbursement under the Job Training Act. Funds are limited and there is a possibility that funds would not be available for the reimbursement of a particular veteran.

The VA has 14 days in which to notify you that funds are not available for your particular veteran. The 14 days will start from the day that your letter to Houston, containing the VA Form 22-8930, is postmarked. The VA will have 14 calendar days from that date in which to put the reply into the mail. Therefore, you should allow for normal mailing time in addition to the 14 days if you wish to be absolutely sure that funds are available.

Our Houston office will notify you as soon as possible regarding the availability of funds. If funds are available, it will mail you a supply of the forms you need to obtain reimbursement along with instructions.

The earliest date from which you could be reimbursed is the date of approval shown above. Please keep in mind that reimbursement is for 1/2 of the starting wage without regard to overtime, premium pay or fringe benefits.

DVB Circular 20-83-25
Appendix E
Exhibit 6

Please remember that you must furnish the veteran a copy of your application for approval under this program, VA Form 22-8931 plus attachments. You should obtain the veteran's written acknowledgment that he or she has received a copy of these documents. Also, please remember that you must continue to comply with the 14 certification requirements listed on the reverse side of the application form.

If there are any questions we can help you with concerning this Job Training Act, please call at . If you wish approval of any additional programs, please call us.

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25
Change 1
November 21, 1983

ADJUDICATION PROCEDURES

1. Purpose

a. Documents pertaining to the Emergency Veterans' Job Training Act of 1983 will not be filed in any veteran's claims folder. Rather, a separate distinctive "Job Training" folder will be established for each veteran who applies for a Certificate of Eligibility and all documents pertaining to the veteran's eligibility for and participation in job training under this Act will be filed in the separate folder.

b. Adjudication Division personnel will not be required to establish Target controls for cases referred to the Vocational Rehabilitation and Counseling Division under this Act.

c. Adjudication procedures have been changed to reflect modifications of the processing system and the need for additional statistical information.

NOTE: Brackets have been used to identify new or revised material.

2. DVB Circular 20-83-25, appendix C, is changed as follows:

Pages 1 and 2: Remove these pages and substitute pages 1 through 2a attached.

Pages 7 through 10: Remove these pages and substitute pages 7 through 10a attached.

Pages 15 and 16: Remove these pages and substitute pages 15 and 16 attached.

Dorothy L. Starbuck
DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FD FLD: RPC 2223; plus VBC, 1 each; plus Administrative Activity in ROA, 3 each; Vet Centers, 2 each
EX: ASO and AR, 1 each

Attachment I

Department of Veterans Benefits
Veterans Administration
Washington, D.C. 20420

DVB Circular 20-83-25
Appendix C
Change 1
November 21, 1983

ADJUDICATION PROCEDURES

1. Purpose. This appendix provides detailed instructions for processing veterans' applications for participation in a program of job training under the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77) and for the review of VA Forms 22-8930, Notice of Intent to Employ a Veteran (Under the Emergency Veterans' Job Training Act of 1983 - Public Law 98-77).

2. General. Adjudication personnel have two major areas of responsibility pertaining to the administration of Public Law 98-77. They must determine each veteran's eligibility to participate in job training under this law and, once the veteran has secured employment in a program of job training, review the evidence of record to insure the veteran is not training for an occupation for which he or she is already qualified by reason of previous training or experience. The CPS (Central Processing Staff) at the Houston regional office is responsible for processing payments to employers on behalf of eligible veterans in training and for controlling the funds available for such payments.

3. Routing of Incoming Mail

a. Incoming mail will be processed under current procedures. VA Forms 22-8932, Application for a Certificate of Eligibility, will be routed to the DTU (Data Terminal Unit) or Adjudication Division, as appropriate, for assignment of a file number in BIRLS (Beneficiary Identification and Records Locator Subsystem).

(1) A lightweight yellow ["Job Training"] folder will be established if no [such] folder already exists. The yellow folders (Stock Number NSN 7530-00-761-4110) will be distributed to regional offices in the near future. Until the yellow folders are available, [manila] folders will be used. [A list of manila Job Training folders must be maintained until such time as the yellow folders are available. Upon distribution of the yellow folders, the documents in each manila Job Training folder will be rejacketed in a yellow folder.]

(2) [Each Job Training folder (whether manila or yellow) will be stamped as follows:

(a) If no claims folder exists, the Job Training folder will be stamped "NO C-FILE EXISTS."

(b) If a claims folder has previously been established, the Job Training folder will be stamped "C-FILE EXISTS."

(3) A VA Form 3025, File Charge Card, will be established for each Job Training folder. A strip of 3/4-inch yellow tape will be centered at the top of each File Charge Card established for a Job Training folder. The File Charge Card will be annotated "Job Folder." When Job Training folders are filed, they will be interfiled behind the

veteran's claims folder (and R&E (Rehabilitation and Education) folder, if one exists).

(4)] File numbers will not be assigned by use of [] Target. Rather, for each application received which does not indicate a file number has been previously assigned, a BINQ (BIRLS Inquiry) transaction will be processed. If there is no record of a previously assigned file number, a VA Form 00-7213, Index and Locator Master Record File Maintenance Input Sheet, will be prepared and routed to the DTU requesting file number assignment via ARS (Advanced Record System). Upon receipt of the file number assignment reply message from BIRLS, the message will be filed in the [Job Training folder. The Job Training folder] and application will then be routed to the Adjudication Division for further processing.

b. [When a Job Training folder is established, the corresponding claims folder, if one exists, will be stamped "JOB TRAINING FOLDER EXISTS" and the application, along with both folders, will be routed to the Adjudication Division for further processing.] If an existing [claims] folder is located in another station or the RPC (Records Processing Center), request for transfer of that folder will be made using procedures currently in effect. [Since BIRLS can track only one claims folder per veteran, it is most important that both the claims folder and the Job Training folder be located at the same regional office of jurisdiction and, if transfer is required, both be transferred simultaneously.]

c. A [Job Training] folder will not be routinely established upon receipt of any other mail pertaining to job training under Public Law 98-77.

d. Mail pertaining to a veteran's eligibility for job training, the employer's Notice of Intent to Employ a Veteran (VA Form 22-8930) and copies of COT's (Certificates of Training) (VA Form 22-8929) will be routed to the Adjudication Division. Instructions concerning other mail pertaining to job training will be provided in other appendixes.

[e. All documents pertaining to the veteran's eligibility for and participation in job training under this Act will be filed in the Job Training folder. These documents will be filed in chronological order on the right flap of the Job Training folder, except the prints of Target screens which document the processing of the veteran's claim. These prints will be filed on the left flap of the Job Training folder. It will not be necessary to file in the Job Training folder any copies of documents which are filed in the veteran's claims folder since the folders will be located at the same regional office at all times.]

4. Determining Eligibility. A veteran must apply for a C/E (Certificate of Eligibility) using VA Form 22-8932, Application for a Certificate of Eligibility. To be eligible for a C/E, the veteran must meet the eligibility criteria contained in paragraph 4a of the basic

circular. Eligibility determinations will be made by a journeyperson adjudicator or above. At the discretion of the Adjudication Officer, these decisions may be reviewed prior to entry of C/E information on Target.

5. Evidence of Service

a. Evidence of service requirements for this law are not the same as those for other VA education benefit programs. Evidence of service which was acceptable at the time it was first submitted will be acceptable for purposes of determining eligibility under this law (e.g., a photocopy of a DD214 which appears regular on its face and was first submitted during 1975 would be acceptable as evidence of service). If acceptable evidence of service is not already of record nor submitted by the veteran, procedures currently in effect will be used to request verification of service from the appropriate service department.

b. To be eligible for job training under this law, the veteran must have been released from active duty under conditions other than dishonorable. Therefore, if the evidence shows that the veteran was not released under general or honorable conditions, the procedures outlined in M21-1, paragraphs 14.01 and 14.02 must be followed and an administrative decision made.

6. Evaluating Employment History

a. The veteran's unemployment status must be determined utilizing the information provided by the veteran on VA Form 22-8932 and evidence already of record. Unless apparent discrepancies exist or there are major omissions (e.g., employment history), further development will not be undertaken.

b. The adjudicator will review the employment history shown in items 11a and 11b of the VA Form 22-8932 to determine if the veteran is currently unemployed and to determine the number of weeks the veteran has been employed during the past 20 weeks. If the veteran is consistent with the stub name (e.g., the name requires two lines) enter a Y in the BYPASS STUB EDIT field.

(6) DATE OF APPLICATION. Enter the date of receipt of the formal application in the regional office. The proper format for this entry is MM-DD-YY.

(7) [MONTH LAST EMPLOYED. Enter the month and year of the veteran's last substantial employment (more than 6 months duration) as shown in item 11B of the VA Form 22-8932. The proper formats for entries in this field are MMYY or MM-YY. If the veteran reports that he or she has had no substantial employment in the past 10 years, enter the month and year 10 years prior to the date of application (e.g., if the veteran applied on October 27, 1983 and showed "NONE" in item 11B, enter 1073 or 10-73). An entry in this field is required for the issuance of an original C/E or the recording of the disallowance of a claim. No entry will be made in this field if the information displayed in the field is correct in relation to the original application. Additionally, the information displayed in this field will not be changed on the basis of a veteran's application of the renewal or reissuance of a C/E.]

(8) PERCENT OF DISABILITY. Enter the combined percentage of the veteran's service-connected disabilities. Acceptable entries are 00 to 100 and NSC. If the veteran has no service-connected disabilities, enter NSC. If the veteran has service-connected disabilities, enter the current combined percentage.

(9) MONTHS ENTITLEMENT. Enter the number of months of entitlement to be shown on the C/E. Original C/E's are issued for either 9 or 15 months. If 9 is entered in this field and 10 or 20 was entered in the PERCENT OF DISABILITY field, a paragraph will be generated on the C/E informing the veteran that he or she may be eligible for an additional 6 months' entitlement and giving instructions to contact the VR&C Division for evaluation. A supplemental C/E may be issued showing entitlement other than 9 or 15 months. The proper formats for entries in this field are X, XX, X.XX or XX.XX. If the claim is being disallowed, enter 00[.00].

(10) UPDATE. To establish a master record and issue a C/E enter Y in this field. If no entry is made in this field, Target will treat the transaction as an inquiry and the information entered will not be recorded.

c. The same fields are used to record a disallowance except the entry in the MONTHS ENTITLEMENT must be 00.00. After all entries have been made, follow the procedures shown in subparagraph e below. The recording of a disallowance issues no letter to the veteran so a dictated letter is required.

d. Two other fields are used for the renewal or reissuance of a C/E. (See paragraph 10.)

(1) RENEWAL DATE. Enter the date of receipt of the renewal application in the regional office. The proper format is MM-DD-YY and the date must be prior to the expiration date of the previous C/E.

(2) REAPPLICATION DATE. Enter the date of receipt of an application in the regional office after the previous C/E has expired. The proper format is MM-DD-YY.

(3) To complete the master record changes and renew or reissue a C/E, change the MONTHS ENTITLEMENT, if necessary; enter a Y in the UPDATE field.

e. When all necessary entries have been made, press Enter. The screen will then display the message "UPDATE COMPLETE-HIT PA2 KEY FOR NEW COMMAND."

(1) [The system will generate a "tear sheet" print of the J01 screen identifying the adjudicator who entered the information on the J01 screen.] The print will be signed and dated by the adjudicator and then filed on the left flap of the [Job Training] folder. [If an eligibility and/or entitlement determination was based on evidence not contained in the Job Training folder (e.g., service information or a rating decision contained in the claims folder), annotate the print to briefly describe the evidence.]

(2) When eligibility and entitlement information has been entered on Target, the proper EPC (end product code) will be recorded. (See paragraph 14 below.)

f. If the veteran has a running education award at the time the C/E information is entered or an education award is authorized before the expiration of the veteran's C/E, the file pull indicator will be set by entry of "Y" in the appropriate field on the M24 screen and a dictated letter will be sent to the veteran emphasizing the prohibition against dual benefits. The letter will state that his or her award of education benefits, if any, will be terminated, effective the date he or she enters a program of job training under this law. The veteran should be advised to return any education benefits check he or she receives after entering a program of job training under this law; otherwise, he or she may incur an overpayment which would be subject to recovery.

NOTE: Due to the limited funds available for this program, it may become necessary to temporarily interrupt or stop the issuance of C/E's if funds for payments to employers are exhausted. Field stations will be informed by TWX if issuance of C/E's must be interrupted or stopped. Veterans whose applications for C/E's are processed after receipt of such a TWX will be notified of the nonavailibility of funds. Procedures for this notification will be issued when necessary.

10. Renewal or Reissuance of C/E

a. A veteran may request renewal or reissuance of his or her C/E by submitting another VA Form 22-8932. However, the request for renewal or reissuance need not include the veteran's service information. A veteran whose C/E has expired at the time an approved program of job training is located may request that his or her eligibility be reinstated by completing items 12 and 13 on VA Form 22-8930, Notice of Intent to Employ a Veteran, if he or she is to be employed in an approved program of job training.

b. When a veteran requests renewal of a C/E which will soon expire, the adjudicator will review the employment information shown on the application(s). If the unemployment criteria shown in paragraph 6 are met, a new C/E may be issued.

c. If a veteran has been employed in a program of job training under this law but was unable to complete the program through no fault of his or her own, a new C/E may be issued without regard to the unemployment criteria. If, however the veteran was unable to complete the previous program of job training due to fault on his or her part, the unemployment criteria shown in paragraph 6, must again be met before a new C/E may be issued. The adjudicator should review the copy of the Certification of Training (VA Form 22-8929) showing the veteran's termination of his or her training program for information concerning the reason for termination. A veteran will be considered at fault if his or her training program was terminated due to his or her unsatisfactory progress or conduct. A veteran will not, however, be considered at fault if he or she was placed in a layoff status during a general reduction in employment at the place of training. If the reason for termination is unclear, further development will be required. Any reasonable doubt which arises in connection with this determination will be resolved in favor of the veteran. If a C/E cannot be issued, the veteran will be informed by dictated letter and provided a statement of procedural and appellate rights.

11. Referral to Counseling

a. To receive VA counseling services under this law, the veteran must be found eligible for a C/E. The fact that a C/E may not be issued due to lack of funds does not alter the veteran's eligibility for VA counseling services under this law.

b. When a veteran has requested counseling, the adjudicator will prepare a VA Form 28-1944, Eligibility, Entitlement, and Scheduling Information. The VA Form 28-1944[, Job Training folder] and claims folder, [if any,] will be forwarded to the VR&C Division after the C/E information has been entered in Target. []

c. A VA Form 28-1944 will also be prepared by the adjudicator when a veteran requests an evaluation to determine if a serious employment handicap exists. [The] VA Form 28-1944, [Job Training folder] and the claims folder, [if any,] will be referred to the VR&C Division.

d. The adjudicator will also refer to the VR&C Division the case of each service-disabled veteran applying for an original C/E under this law in the same manner as for those service-disabled veterans who are approved for assistance under chapter 34, title 38 U.S.Code (See M22-2, part II, paragraph 5.08a(3).) (NOTE: Cases involving Korean conflict veterans who are less than 30% service-disabled will not be referred to VR&C unless the veteran specifically requests counseling.) []

12. Review of Intent to Employ. An employer who decides to hire a veteran in an approved program of job training under this law will forward a VA Form 22-8930, Notice of Intent to Employ a Veteran, to the Houston regional office. If the employer is approved and the veteran is eligible, CPS at the Houston regional office will enter information from this form to create a payment record. The CPS then forwards the VA Form 22-8930 to the regional office of jurisdiction for association with the [Job Training folder and] claims folder, [if any,] and routing to an adjudicator for review.

a. When the VA Form 22-8930 is received, the adjudicator must review the claims folder to determine if educational benefits are currently being paid the veteran. If educational benefits are being paid, action must be promptly taken to terminate those benefits.

(1) A veteran who is employed in a program of job training under this law cannot receive VA educational benefits for any training under chapter 31, 32, 34 or 35 at the same time benefits are paid to an employer on his or her behalf. This prohibition against payment of dual benefits includes those veterans who are pursuing an educational objective at an educational institution during nonemployment hours.

(2) The effective date (no-pay date) of the termination will be the first date the employer is eligible for reimbursement for hiring the veteran in the program of job training under this law. Ending reason code 30, election or change of benefit, should be used and the system-generated letter suppressed. A dictated letter will be sent and a statement of procedural and appellate rights provided. The veteran should be advised to return any educational benefits check he or she receives since negotiating the check might result in an overpayment of benefits.

NOTE: Participation in a program of job training under this law does not constitute a "program" for purposes of determination of "Changes of Program" under chapter 31, 32, 34 or 35.

b. The adjudicator should also review the VA Form 22-8930 to determine if the veteran's place of employment is located within the jurisdiction of the regional office. If the veteran's place of employment is outside the jurisdiction of the regional office, the adjudicator will update the J01 screen by entering the proper three-digit regional office code for the appropriate regional office and the [Job Training folder and] claims folder, [if any,] will be transferred to that regional office using current transfer procedures. The [Job Training and] claims folders must not be transferred until [any existing] award of educational benefits [] is terminated.

c. The adjudicator will review the VA Form 22-8930 to insure that the veteran's C/E had not expired prior to the date the veteran and/or the employer signed the VA Form 22-8930.

GENERATED PRINT OF
J01 SCREEN, PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT
(Completed for 20% Service-Connected Veteran)

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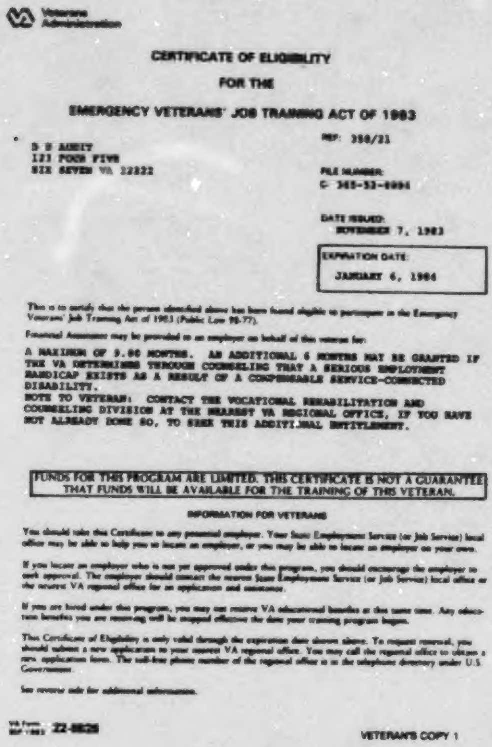
J01              PUBLIC LAW 98-77 EMERGENCY JOB TRAINING ACT            11-01-8
     FILE NUMBER  12 345 678-00          UPDATE  Y           NAME J O PRINC
STATION NUMBER  999  STATUS
                                                    SEX M   EDU LEVEL 1
NAME       JAMES O PRINCE
ADDRESS    123 FOUR DR                       DATE OF APPLICATION    10-27-83
           FIVE VA 22022                     MONTH LAST EMPLOYED    05-83
                                             DATE CERT/ELIG ISSUED
                                             PERCENT OF DISABILITY 020
                                             MONTHS ENTITLEMENT     09.00
                                             RENEWAL DATE
                                             REAPPLICATION DATE
         BYPASS STUD EDIT
                               PAYMENT HISTORY
TYPE
DATE
AMT
HOURS
MONTHS
   EARLIER HISTORIES            LATER HISTORIES
                                                                NEXT SCREEN
C/E  SUBMITTED BY: #1111 - SMITH
```

Smith

Being Division dated 2-13-78) [illegible] C-Fill

VA FORM 22-6928, CERTIFICATE OF ELIGIBILITY FOR THE EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

(Issued To Veteran With 10% or 20% Service-Connected Disability)



Veterans Administration

CERTIFICATE OF ELIGIBILITY

FOR THE

EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

[illegible]
123 FOUR FIVE
SIX SEVEN VA 22222

REF: 350/21

FILE NUMBER:
C- 365-53-[illegible]

DATE ISSUED:
NOVEMBER 7, 1983

EXPIRATION DATE:
JANUARY 6, 1984

This is to certify that the person identified above has been found eligible to participate in the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77).

Financial Assistance may be provided to an employer on behalf of this veteran for:

A MAXIMUM OF 9.00 MONTHS. AN ADDITIONAL 6 MONTHS MAY BE GRANTED IF THE VA DETERMINES THROUGH COUNSELING THAT A SERIOUS EMPLOYMENT HANDICAP EXISTS AS A RESULT OF A COMPENSABLE SERVICE-CONNECTED DISABILITY.
NOTE TO VETERAN: CONTACT THE VOCATIONAL REHABILITATION AND COUNSELING DIVISION AT THE NEAREST VA REGIONAL OFFICE, IF YOU HAVE NOT ALREADY DONE SO, TO SEEK THIS ADDITIONAL ENTITLEMENT.

FUNDS FOR THIS PROGRAM ARE LIMITED. THIS CERTIFICATE IS NOT A GUARANTEE THAT FUNDS WILL BE AVAILABLE FOR THE TRAINING OF THIS VETERAN.

INFORMATION FOR VETERANS

You should take this Certificate to any potential employer. Your State Employment Service (or Job Service) local office may be able to help you to locate an employer, or you may be able to locate an employer on your own.

If you locate an employer who is not yet approved under this program, you should encourage the employer to seek approval. The employer should contact the nearest State Employment Service (or Job Service) local office or the nearest VA regional office for an application and assistance.

If you are hired under this program, you may not receive VA educational benefits at the same time. Any education benefits you are receiving will be stopped effective the date your training program begins.

This Certificate of Eligibility is only valid through the expiration date shown above. To request renewal, you should submit a new application to your nearest VA regional office. You may call the regional office to obtain a new application form. The toll-free phone number of the regional office is in the telephone directory under U.S. Government.

See reverse side for additional information.

[illegible] 22-[illegible]

VETERAN'S COPY 1

U.S. Department of Labor
Assistant Secretary for
Veterans' Employment
Washington, D.C. 20210

October 31, 1983

DIRECTIVE: VETERANS' PROGRAM LETTER NO. 1-84

TO: ALL STATE EMPLOYMENT SECURITY AGENCIES
ALL REGIONAL ADMINISTRATORS, ETA
ALL REGIONAL, STATE AND ASSISTANT STATE DIRECTORS, FOR VETERANS' EMPLOYMENT AND TRAINING SERVICE

FROM: WILLIAM C. PLOWDEN, JR.
Assistant Secretary for
Veterans' Employment and Training

SUBJECT: Implementation of the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77)

I. Purpose: To provide instructions for the timely implementation of the Emergency Veterans' Job Training Act of 1983 (PL 98-77), and to encourage full cooperation between staff of the Department of Labor (DOL), Veterans Administration (VA), and State Employment Security Agencies (SESAs).

II. Background: The Emergency Veterans' Job Training Act of 1983 (Public Law 98-77) was enacted August 15, 1983, effective October 1, 1983. The stated purpose of the Act is to address the problem of severe and continuing unemployment among Korean and Vietnam-era veterans by providing, in the form of payments to defray the costs of training, incentives to employers to hire and train eligible veterans who have been unemployed for long periods of time for stable and permanent positions that involve significant training (Sec. 2, PL 98-77).

The Secretary, in consultation with the VA Administrator, is required to promote the development of employment and job training opportunities for veterans by encouraging potential employers to make programs of job training under the Act available for eligible veterans, by advising other appropriate Federal departments and agencies of the program established by the Act, and by advising employers of applicable responsibilities under Chapters 41 and 42, Title 38, US Code, with respect to veterans.

ATTACHMENT J

Section 15 (c)(2) of the Act requires the Secretary of Labor, through the Assistant Secretary of Labor for Veterans' Employment and Training (ASVET) to make maximum use of the services of State and Assistant State Directors for Veterans' Employment and Training Service, Disabled Veterans Outreach Program (DVOP) specialists, and Local Veterans Employment Representatives (LVER).

There is authorized to be appropriated to the Veterans Administration $150,000,000 for each of fiscal years 1984 and 1985 for the purpose of making payments to employers under the Act and for the purpose of Section 18 of the Act. Amounts appropriated shall remain available until September 30, 1986.

Not more than $25,000,000 of amounts appropriated in total for fiscal years 1984 and 1985 shall be available for an associate degree program which is predominately vocational in content which the VA Administrator may consider for the purpose of Section 1662(a)(3), Title 38, USC, to be a course with an approved vocational objective if such degree program meets the requirements established in such title for approval of such program.

If funds are not both appropriated and made available by the Director of Office of Management and Budget on or before October 1, 1983, assistance may be paid to an employer under the Act on behalf of a veteran if the veteran -

(1) applies for a program of job training under this Act within one year after the date on which funds so appropriated are made available to the Veterans' Administration by the Director; and

(2) begins participation in such program within fifteen months after such date.

III. Planning and Coordination. In coordinating and planning program activities under this Act, utilizing DVOP/LVER and other staff as appropriate, State Employment Security Agency Administrators are requested to insure that the Job Service (JS) will:

A. Provide intensive outreach and information to veterans about the employment and training opportunities available under this Act.

B. Conduct job development and provide information to private industry, public agencies and organizations, and labor unions about the job counseling, placement, job training opportunities available under, and the advantages of participating in the Emergency Veterans' Job Training Program.

C. Coordinate the activities of outreach to veterans and employers with SESA job counseling, placement, job development and other services to veterans under Chapters 41 and 42, Title 38, United States Code, and the Wagner-[illegible]

SESAs have [illegible] flexibility to integrate the activities of the [illegible] Training [illegible] those of the local [illegible] a manner to ensure [illegible] registering with the Job Service for participation in the program are provided priority services, preferential treatment, and are exposed to the widest possible range of jobs and job training opportunities. The governing principle is that the local office manager is responsible for the total effectiveness of services to employers and applicants, including eligible veterans under the program and is therefore responsible for coordinating all activities to achieve that objective.

IV. Identifying Who Gets Service. Certain veterans have been identified as being most in need of employment assistance and are to be provided the full range of employment service to which they are entitled and eligible. Therefore, emphasis must be placed on identification by local office staff of these veterans:

A. To be eligible for participation in a job training program under this Act, a veteran must be a Korean conflict or Vietnam-era veteran who—

(1) Is unemployed at the time of applying for participation in a program under this Act; and

(2) Has been unemployed for at least fifteen of the twenty weeks immediately preceding the date of such veteran's application for participation in a program under this Act.

B. For purposes of paragraph IV. A, the term "Korean conflict or Vietnam-era veteran" means a veteran—

(1) Who served in the active military, naval, or air service for a period of more than one hundred and eighty days, any part of which was during the Korean conflict or the Vietnam-era; or

(2) Who served in the active military, naval, or air service during the Korean conflict or the Vietnam-era and--

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(a) was discharged or released therefrom for a service-connected disability; or

(b) is entitled to compensation (or but for the receipt of retirement pay would be entitled to compensation).

C. For purposes of paragraph A, a veteran shall be considered to be unemployed during any period the veteran is without a job, and wants, and is available for work (see Technical Assistance Guide (TAG) for examples of determining eligibility).

V. Training. The National Office has developed a Technical Assistance Guide (TAG) to be used as a training package to assist in implementing this program. Train-the-trainer sessions using the TAG, were held for Regional and State VETS staff, SESA staff, and Veterans Administration staff. SDVETS will distribute TAGS according to arrangements with SESA's and VA offices. SDVETS have the lead for coordinating training at the State level with the VA and SESAs. How, when, and who is to be trained should be decided jointly by the SDVETS, SESAs, and VA. It is critical that this program be carefully coordinated and implemented in a manner which is the most effective for each State.

VI. Outreach and Public Information Program. In cooperation with the Veterans Administration, the OASVET is developing a flexible public information program. The program will promote the participation of eligible veteans and employers. A separate issuance on the Public Information Program will be forthcoming.

VII. Action Required. If not already accomplished, SDVETS should immediately arrange a meeting between VA Regional Office(s), SESAs, and other appropriate participants to develop a plan of action to [illegible] the efforts of and set priorities and responsibilities of each organization; training and procedures are key elements.

Of immediate importance are:

A. Providing sufficient information to JS staff to permit them to respond to questions about the program.

B. Offering immediate assistance to veterans who may contact the local office as a result of the announcement of this program. In addition to registration, a means of follow-up should be established. Also, JS should develop a speedy system of accepting applications and getting them to the appropriate Veterans Administration Regional Office (VARO).

C. Reviewing and updating files to facilitate identification of potential veteran and employer participants.

Your cooperation and assistance is critical and most appreciated. With your help we look forward to a successful program.

Attachments [illegible]
Public Law 98-77

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U.S. Department of Labor

Assistant Secretary for
Veterans' Emp [redacted]
Washington DC [illegible]

NOV 10 1983

THE FOLLOWING LETTER WAS SENT TO EVERY GOVERNOR:

Honorable
Governor of

Dear Governor :

As you may know, the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77) was enacted on August 15 and became effective October 1, 1983. Funds are not yet available but are expected to be appropriated soon. Essentially the Act is designed to help relieve the severe and continuing unemployment among Korean conflict and Vietnam-era veterans by providing reimbursement of 50 percent of starting wages to employers to hire and train eligible veterans for permanent employment which involves significant training.

The Act also provides for the Secretary of Labor to make maximum use of the services of Disabled Veterans Outreach Program (DVOP) staff, and Local Veterans Employment Representatives (LVER). DVOP and LVER staff are members of the State Employment Service/Job Service and are funded by my agency through separate grants to States.

While maximum involvement of the Job Service is encouraged in the law, a total State cooperative effort will make this program most effective. With this in mind, I ask for your support for this program to ensure its success and coordination with other programs in your State.

I have enclosed a copy of our Veterans' Program Letter Number 1-84 announcing the implementation of this new program. I would also mention that we have contracted with the Employers' National Job Service Committee to coordinate our job development efforts with the private sector. They have been instructed to work closely with your office, local and State Job Service Employment Committees, Service Delivery Areas, and Private Industry Councils.

Please contact our State Director for Veterans' Employment and Training Service for any information or assistance you may need.

Sincerely,

WILLIAM C. PLOWDEN, JR.
Assistant Secretary for
Veterans' Employment and Training

Enclosure

ATTACHMENT K

U.S. Department of Labor Program Highlights

Fact Sheet No. 83-3

EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

Employers: Here's a chance to help put veterans to work and at the same time defray some of your own costs for job training.

The Emergency Veterans' Job Training Act of 1983, signed by President Reagan on August 15, provides for the Federal Government to reimburse [illegible] the starting wage for training or retraining veterans of the Korean Conflict or Vietnam-era. The law underscores the Nation's special commitment to those who have served in the military and is designed to help both you and the veteran.

This is how the program works: Employers and eligible veterans may apply to the Veterans Administration or Department of Labor for certification. If all requirements are met, the employer can receive from the government 50 percent of the veteran's starting salary during the training program up to a maximum of $10,000 per veteran. Payments are made quarterly, but small businesses may be paid monthly.

An employer wishing to take part in the program certifies his or her intention to employ the veteran on a permanent basis after the training is completed. The employer must guarantee that the wages and benefits paid to the veteran will be comparable to those normally paid to employees in training and that no current employees will be displaced.

Training programs generally are to last for at least six months and are to be in growth industries, in occupations requiring technological skills or in occupations where demand exceeds supply. Programs of three to six months may be approved if the overall purpose of the act is met. However, training cannot be for jobs which:

- are seasonal or temporary;
- have incomes paid by commissions;
- involve political or religious activity; or
- are with the Federal Government.

Veterans who qualify must have been unemployed 15 of the 20 weeks prior to application. The maximum period of training depends on the individual veteran:

- 15 months for veterans with 30 percent or more service-connected disability;
- 15 months for those with 10 or 20 percent disability and a serious employment handicap;
- 9 months for other eligible veterans.

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion.

ATTACHMENT L

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In addition to on-the-job training, employers may enter into agreements with educational institutions approved under the GI Bill, to provide an approved job training program.

Veterans receiving education or training benefits under the GI Bill or post-Vietnam educational assistance cannot receive assistance while participating under the Emergency Veterans' Job Training Act.

Likewise, employers receiving assistance for a veteran under the Job Training Partnership Act or credit under the Targeted Jobs Tax Credit program cannot receive reimbursement under the new law for the same veteran for the same period of time.

The Emergency Veterans' Job Training Act took effect on October 1, 1983. All veterans' applications must be received within one year after the program is funded by the Congress and all training programs must begin within 15 months of funding.

A total of $300 million in training money is authorized for the two years ending September 30, 1985 (Fiscal Years 1984 and 1985).

The program is operated jointly by the Veterans' Employment and Training Service (VETS) of the Department of Labor and by the Veterans Administration.

If you're an employer and would like to participate in the program or would like additional information, contact any VETS office or VA office. VETS regional offices are listed below; state offices are generally listed in telephone books under U. S. Department of Labor. Veterans Administration offices are listed under U. S. Government in the phone book. Information is also available through the U. S. Employment Service; ask for a Disabled Veterans' Outreach Program Specialist or a Local Veterans' Employment Representative.

REGIONAL OFFICES

Boston, Massachusetts	617/223-0918
Trenton, New Jersey	609/292-2930
Philadelphia, Pennsylvania	215/597-5032
Atlanta, Georgia	404/881-3673
Chicago, Illinois	312/353-0970
Dallas, Texas	214/767-4987
Kansas City, Missouri	816/374-7151
Denver, Colorado	303/837-2165
San Francisco, California	415/556-2334

VETERANS
and the
Job Training Program

If you are currently unemployed and are a veteran of either the Vietnam era or the Korean conflict, you may be eligible for job training in programs approved under the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77). Because employers are paid directly for part of the training costs, this law encourages their participation.

ELIGIBILITY: To qualify, you must have been unemployed for at least 15 of the 20 weeks prior to filing an application. The maximum period of training is 9 months for most veterans. If you have a service-connected disability of 30 percent or more, or have lesser rated disabilities but with a serious employment handicap, you can be trained for up to 15 months.

APPLICATION: If you want to enter a training program, you must first get a Certificate of Eligibility from the Veterans Administration. This certificate will be good for a period of 60 days and may be renewed. You may obtain an application from any VA Regional Office or a local office of the State Job Service. To speed processing, you should include proof of military service with the application. You may contact your local Job Service Office for more information or call, toll-free, the VA Regional Office listed in your local telephone directory.

COUNSELING: If you are eligible for this program and need assistance in finding a suitable employment goal or type of training, counseling is available from either the Job Service or the Veterans Administration. This counseling may be requested at the time of application.

☆ ☆ ☆ ☆ ☆

Veterans Administration
Department of Labor / State Job Service
"Partners in Training"

VA FORM OCT 1983 27-8936

Attachment M

EMPLOYERS and the Job Training Program

You can receive up to $10,000 if you train and hire an eligible Vietnam-era or Korean conflict veteran through the provisions of the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77).

The training programs you design should generally be no less than 6 months, except that a program of between 3 and 6 months could be approved under certain circumstances. To qualify, your program must offer training in:

- an occupation in a growth industry; or
- an occupation requiring new technical skills; or
- an occupation for which demand for labor exceeds the supply.

You must certify that you plan to hire the veteran upon the completion of the training. Adequate facilities for training must be available; wages and benefits must be no less than those normally paid, and training cannot be for a position for which the veteran already qualifies.

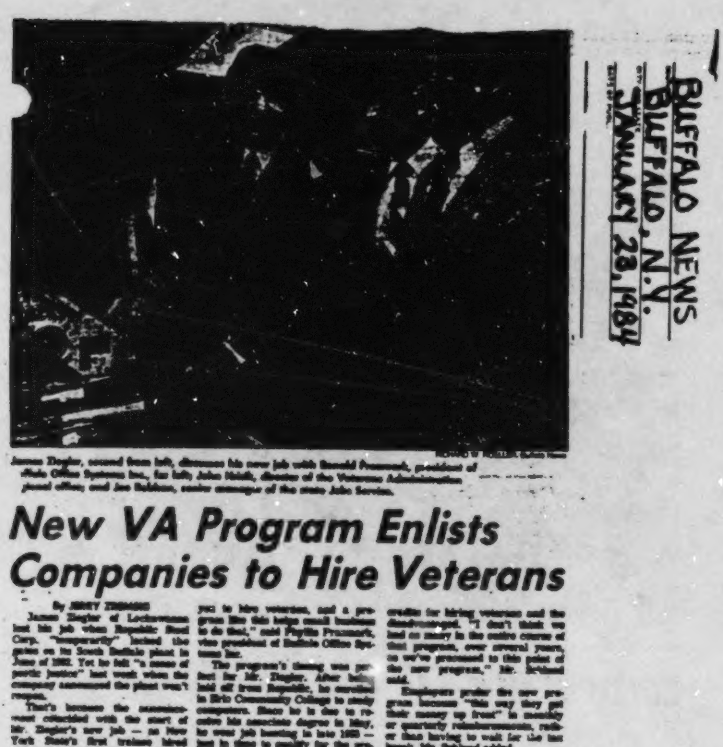
Your reimbursement will be 50 percent of the starting wage up to a maximum of $10,000 per veteran. Payments will be made at the end of each three-month period of training or can be monthly in the case of employers with fewer than 75 employees.

You may contact the nearest local State Job Service Office or VA Regional Office for details, applications and assistance.

Apply to the Veterans Administration now for approval of a training program under this Act.

* * *

Department of Labor / State Job Service
Veterans Administration
"Partners in Training"

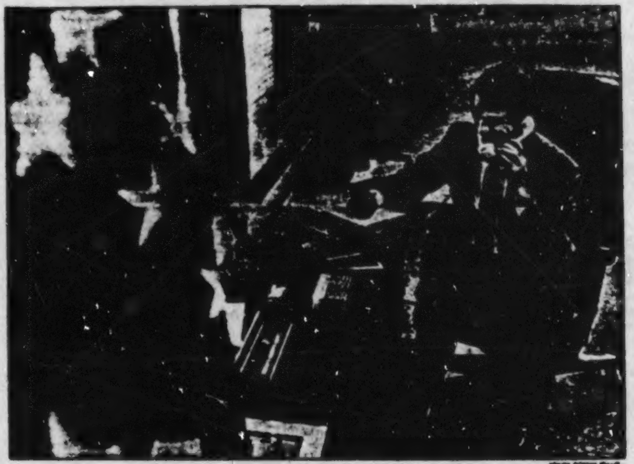


BUFFALO NEWS
BUFFALO, N.Y.
JANUARY 23, 1984

New VA Program Enlists Companies to Hire Veterans

ATTACHMENT N-1

Journal
Atlanta GA
Jan 19, 1984



JOHN SPINK/Staff

BAKER: Donovan aide sees himself as a 'lightning rod' to ignite the government's new approach.

Labor aide hails programs

New job-retraining plans aided by business input, regional official says

By Ann Wood Kimbrough
Staff Writer

The newly appointed Southeastern Labor Department liaison to the Reagan Cabinet describes his role as serving as a "lightning rod" to ignite the government's new approach to employment training.

Kenneth Baker Jr., 36, (no relation to Senate Majority leader Howard Baker of Tennessee) took over his job two weeks ago.

Baker, who served two terms in the Tennessee House of Representatives, said the U.S. Department of Labor's new job-retraining packages "have done a good job in enlisting the ideas of business in helping to direct people into employment areas appropriate for the 1980s and 1990s."

"CETA (Comprehensive Employment Training Act) spent $53 billion over its lifetime and had only a 15 percent placement success rate. Also, during the time it was supposed to be taking minorities and disadvantaged people off public assistance, the unemployment rate doubled," Baker said.

The new Job Training Partnership Act provides job training for economically disadvantaged individuals to work in private industry.

Baker said another new training program — The Emergency Veterans' Job Training Act — will prove "very, very exciting." The program reimburses an employer up to 50 percent, or a maximum of $10,000, of a veteran's starting salary.

Baker said this program differs from its predecessor in that employers must guarantee that the worker will be employed full time. The sum of $300 million has been allocated for distribution by Sept. 30, 1985.

Baker's role is to report to Labor Secretary Raymond J. Donovan on the status of the department's eight-state Southeast region. Baker oversees the department's responsibilities, which include enforcement of laws prohibiting employment discrimination, protecting workers' health and safety, strengthening collective bargaining, compiling labor statistics and providing unemployment insurance and workers' compensation.

"I was very much the skeptic about government when I took this position," said the Tennessean. "But I believe in what they refer to as Reaganomics, and I believe we're not going to achieve it if people sit on the sidelines and talk about it," Baker said.

He applied for the post after losing his bid for a third term to the state's Legislature in 1982.

"I realize that if I can help the administration present itself to the labor force of America and help diffuse some of the problems, I can serve as a lightning rod to the benefit of the Reagan administration," he said.

Baker defended the Occupational Safety and Health Administration's so-called deregulation that now places the burden of maintaining a safe working environment on business.

ATTACHMENT B-2

TEXAS
PRESS CLIPPING BUREAU
DALLAS
Established 1910

[illegible]
Daily
12-12-83

Gov. Tells Plans of Important Jobs For Vets Project

181

Governor Mark White announces a new job training program that will reimburse Texas businesses up to $10,000 for the cost of hiring and training long-term unemployed Korean and Vietnam era veterans.

Congress appropriated $150 million to fund this program nationwide under the recently adopted federal Emergency Veteran's Job Training Act of 1983. Veterans who have been out of work at least 15 weeks can participate in this program. Private employers could receive a maximum $10,000 for the cost of training one veteran.

Money available for the veterans jobs program will be distributed on a first come, first served basis with no limitation on the portion available to Texas. The amount spent to assist Texas veterans will depend entirely on the number of veterans and employers participating in the program.

Texas has the third largest population of veterans – 1.7 million – of the 50 states. Out of this number, 227,000 are Korean era veterans and 480,000 are Vietnam veterans.

Governor White urged the 34 local Private Industry Councils, responsible for planning and oversight of job training programs throughout the state, to actively market this program to the business community.

"This program can greatly benefit unemployed veterans in Texas," Governor White said. "I strongly encourage veterans and Texas employers to immediately contact the Texas Employment Commission for further information."

The Houston Veteran's Administration Regional Office will distribute funds for this program nationwide.

ATTACHMENT O-1

SOURCE
AMARILLO DAILY NEWS
CITY AND STATE
Amarillo, Texas
DATE OF PUBL.
December 8, 1983

Vet training program announced

AUSTIN (AP) — Gov. Mark White set up a new state program Wednesday, financed by federal funds, to help find permanent employment for 38,000 Korean and Vietnam jobless veterans.

"Although we cannot put all 38,000 unemployed Korean and Vietnam veterans to work we can take advantage of these federal funds to encourage Texas companies to hire and train as many veterans as possible," White told a Capitol news conference.

The governor also said that he still plans to call a special legislative session next year, primarily for improvement of public education, but only when the Legislature is ready for it.

Under the veterans job training program, financed from $150 million appropriated by Congress, Texas business would be reimbursed up to $10,000 for the cost of hiring and training long-term unemployed veterans.

Veterans out of work at least 15 weeks are eligible.

White stressed that the $150 million in the federal Emergency Veteran's Job Training Act will be distributed to the states on a first-come, first-served basis.

He said Texas has the third-largest population of veterans, 1.7 million. Out of this number 237,000 are Korean War veterans and 400,000 are Vietnam veterans.

"I'm prepared to call a special session just as quickly as we can to get the job done for improving education in Texas," White said in reply to a published prediction from Comptroller Bob Bullock that White, despite numerous promises, would not call the Legislature back to consider a teachers pay raise before the 1985 regular session.

Bullock, a member of the Select Committee on Public Education who has stated he is interested in a governor's race in 1986, said he did not think the committee would make its report until late spring or early summer. As a result, Bullock told reporters, he did not think White would call a special session that close to the November 1984 general election.

"I've said all along that as soon as the report is out and as soon as we get concurrence in the House and Senate, then we will call a special session," White said.

ATTACHMENT O-4

Form Approved
OMB No. 2900-0396

Veterans Administration

APPLICATION FOR A CERTIFICATE OF ELIGIBILITY

(Under the Emergency Veterans' Job Training Act of 1983- P.L. 98-77)

1. VA FILE NO. (If known)

2. VA OFFICE WHERE RECORDS ARE LOCATED (If known)

IMPORTANT-APPLICANT: Before completing this form read the Information and Instructions on the reverse. Type or print answers in ink. If additional space is required, attach separate sheets and key answers to item numbers.

NOTE: If you have previously received a Certificate of Eligibility under the Job Training Act, you need not complete Items 8, 11B, or 12.

3. NAME OF APPLICANT (First, middle, last)

4. SOCIAL SECURITY NUMBER

5. MAILING ADDRESS (Number and street or rural route, city or P.O., State and ZIP code)

6A. DATE OF BIRTH (Month, day, year)

6B. SEX ☐ MALE ☐ FEMALE

7. TELEPHONE NO. (Include area code)

8. SERVICE INFORMATION

NOTE: If you have attached a copy of your DD Form 214 or equivalent separation paper (see instruction number 3) for each period of service, skip to Item 9. If you do not have a DD Form 214 (or equivalent), check here ☐ and complete Items 8A through 8E.

DATE ENTERED ACTIVE DUTY A	DATE SEPARATED FROM ACTIVE DUTY B	TYPE OF SEPARATION OR DISCHARGE C	BRANCH OF SERVICE D	SERVICE NUMBER E

9. IF YOU SERVED UNDER ANOTHER NAME, GIVE NAME UNDER WHICH YOU SERVED

10. REQUEST FOR COUNSELING

'f you want professional VA counseling to help you identify a suitable job training program, write "yes" in the box ovided and a counseling appointment will be arranged. You will be notified of the time and place. (NOTE: If you rite "yes" we will still issue your Certificate of Eligibility as soon as possible.) ▶ ☐

11. EMPLOYMENT HISTORY

A. LIST ALL JOBS YOU HAVE HELD DURING THE LAST 20 WEEKS

JOB TITLE	IF EMPLOYED PART TIME SHOW HOURS PER DAY WORKED	DATES OF EMPLOYMENT	
		FROM	TO

B. LIST ALL JOBS YOU HAVE HELD DURING THE LAST 10 YEARS WHICH LASTED LONGER THAN 6 MONTHS

JOB TITLE	DATES OF EMPLOYMENT	
	FROM	TO

12. EDUCATION AND TRAINING

A. WHAT IS THE HIGHEST GRADE YOU COMPLETED?

B. LIST ANY VOCATIONAL COURSES OR ON THE JOB TRAINING WHICH LASTED 6 MONTHS OR LONGER

HEREBY CERTIFY THAT I am now unemployed and that, during the time I have been without a job during the last 20 weeks, I wanted and have been available for work. I further certify that all statements herein are true and complete to the best of my knowledge and belief and I herewith apply for a Certificate of Eligibility under the Emergency Veterans' Job Training Act of 1983 (P.L. 98-77).

PENALTY: Willful submission of false information may result in fine or imprisonment or both. (31 U.S.C. 3729-31; 18 U.S.C. 1001ff)

13. DATE SIGNED

14. SIGNATURE OF VETERAN (Do not print) SIGN HERE IN INK ▶

VA FORM SEP 1983 **22-8932**

Attachment P

049331

APPLICATION FOR A CERTIFICATE OF ELIGIBILITY

(Under the Emergency Veterans' Job Training Act of 1983 —Public Law 98-77)

Information and Instructions

1. GENERAL: This Job Training Act is designed to help you obtain the training necessary for a steady job. Under this Act, the VA can pay an employer for half of your entry wages for as long as 9 months of training (15 months for certain disabled veterans). The maximum possible payment is $10,000.

If you are eligible, the VA will issue you a Certificate of Eligibility that you can take to employers to encourage them to hire you. The VA must approve an employer's job training program before any payment can be issued.

Please read this Information and Instruction sheet carefully and then complete all items on the application fully and accurately. Show "N/A" (not applicable) where appropriate.

2. ELIGIBILITY: To qualify for this program, you must have served on active duty during the Korean Conflict or the Vietnam Era. The Korean Conflict was from June 27, 1950, to January 31, 1955, and the Vietnam Era was from August 5, 1964 to May 7, 1975. You must have served more than 180 days, and some part of your service must have occurred during either of these two periods. Your discharge or release from active duty must have been under conditions other than dishonorable.

If you did not serve more than 180 days, you may be eligible if (1) you were discharged or released for a service-connected disability or (2) you are entitled to compensation (or you would be entitled to compensation if you had not elected retirement pay).

3. EVIDENCE OF SERVICE: You must furnish acceptable evidence of your service unless you have previously submitted this evidence to the VA in a claim for compensation, pension or education benefits. If not previously submitted, the best evidence to submit would be one of the following:

(a) The original copy of your separation document (usually DD Form 214). NOTE: The VA will return original documents to you.

(b) A certified copy of your original document. By "certified" we mean certified by the Public Custodian of Records. You would have such a copy if you recorded your original separation document with a County Recorder.

(c) A copy of the original separation document if the copy was issued by the service department. For example, if you were released from active duty after October 1979, you should have copy number 4 of your DD Form 214. You should submit that copy.

If you do not have any of the above types of evidence, you should submit any other type of information you have available to verify your active duty. This includes a photocopy of your separation document if you have one.

4. COUNSELING: Vocational-educational counseling from professionally qualified VA counselors is available to you. Counseling can help you learn about opportunities in different fields of work and help you to select suitable job training. There is no charge for counseling, but any necessary travel will be at your expense. You may request an appointment for VA counseling by entering "yes" in the box in item 10 on the application. You may also request employment counseling from your State Employment Service (Job Service) local office.

5. ELIGIBILITY FOR VOCATIONAL REHABILITATION: If you have a compensable service-connected disability which causes an employment handicap, you may be entitled to vocational rehabilitation under chapter 31, title 38, U.S.C. Vocational rehabilitation generally provides a broader range of services. To apply for chapter 31 benefits, use VA Form 28-1900, Disabled Veterans Application For Vocational Rehabilitation. You may obtain this form by contacting your nearest VA regional office.

6. DUPLICATION OF BENEFITS: The VA will not pay you education benefits under any laws it administers once job training benefits begin.

7. TIME LIMITS: Please keep these dates in mind. You must file this application before October 1, 1984. Your program of job training must begin before January 1, 1985. If you receive a Certificate of Eligibility under this program, it will expire 60 days after it is issued. However, you may request a new certificate.

8. FURTHER ASSISTANCE: If you need assistance to complete this application form or if you require further information, contact the nearest VA regional office or the local State Employment Service (Job Service) office. You will find toll-free telephone numbers for VA regional offices in your telephone directory under U.S. Government. The number for the nearest State Employment Service (Job Service) office is listed in the State government section of your telephone directory.

PRIVACY ACT NOTICE

No funds may be paid under this program unless you complete an application form (Public Law 98-77). The responses you submit are considered confidential (38 U.S.C. 3301), and may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records-VA, published in the Federal Register.

Veterans Administration

REF:

FILE NUMBER:
C-

DATE ISSUED:

EXPIRATION DATE:

CERTIFICATE OF ELIGIBILITY
FOR THE
EMERGENCY VETERANS' JOB TRAINING ACT OF 1983

This is to certify that the person identified above has been found eligible to participate in the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77).

Financial assistance may be provided to an employer on behalf of this veteran for:

FUNDS FOR THIS PROGRAM ARE LIMITED. THIS CERTIFICATE IS NOT A GUARANTEE THAT FUNDS WILL BE AVAILABLE FOR THE TRAINING OF THIS VETERAN.

INFORMATION FOR VETERANS

You should take this Certificate to any potential employer. Your State Employment Service (or Job Service) local office may be able to help you to locate an employer, or you may be able to locate an employer on your own.

If you locate an employer who is not yet approved under this program, you should encourage the employer to seek approval. The employer should contact the nearest State Employment Service (or Job Service) local office or the nearest VA regional office for an application and assistance.

If you are hired under this program, you may not receive VA educational benefits at this same time. Any education benefits you are receiving will be stopped effective the date your training program begins.

This Certificate of Eligibility is only valid through the expiration date shown above. To request renewal, you should submit a new application to your nearest VA regional office. You may call the regional office to obtain a new application form. The toll-free phone number of the regional office is in the telephone directory under U.S. Government.

See reverse side for additional information.

VA Form
DEC 1983 **22-8928**

SUPERSEDES VA FORM 22-8928, SEP 1983,
WHICH WILL NOT BE USED.

VETERAN'S COPY 1
Attachment 0

INFORMATION FOR EMPLOYERS

Under this program, the VA can reimburse an employer for half of a trainee's wages during the training period. Reimbursement will be based on the entry wage rate without regard to overtime, premium pay or fringe benefits and is limited to the number of months shown on the front. The maximum reimbursement possible is $10,000.

Payment will not be made to an employer on behalf of any veteran whose program of job training begins after February 28, 1985.

If the VA has already approved your job training program under this law, complete and return the NOTICE OF INTENT TO EMPLOY, VA Form 22-8930, to VA Regional Office (243), P.O. Box 540008, Houston, TX 77254. You received the Notice of Intent form at the time you were advised that your program was approved. If funds are not available, the Houston Regional Office will notify you within fourteen (14) days.

If your program has not yet been approved, contact your nearest State Employment Service (or Job Service) office or VA regional office for an application and assistance. You will find the toll-free telephone number for your nearest VA regional office in the telephone directory. The number for your nearest State Employment Service (or Job Service) office is listed in the telephone directory under the state government section.

Form Approved
OMB No. 2900-0396

Veterans Administration

EMPLOYER'S APPLICATION FOR APPROVAL OF A JOB TRAINING PROGRAM

(Under the Emergency Veterans' Job Training Act of 1983– PL 98-77)

PRIVACY ACT NOTICE: No benefits may be paid under this program unless a completed application form has been received. (Public Law 98-77). The information requested on this form is necessary to determine your eligibility to job training benefits. The responses you submit are considered confidential (38 U.S.C. 3301), and may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records-VA, published in the Federal Register.

INSTRUCTIONS: Before completing this form read the reverse side. Type or print answers in ink. If additional space is required, attach separate sheet and key answers to item numbers. IMPORTANT—Return completed form to the nearest VA Regional Office.

SECTION I—EMPLOYER DATA

1. NAME OF EMPLOYER
2. NATURE OF BUSINESS (List specific industry veteran would be employed in)
3. CURRENT MAILING ADDRESS
4. LOCATION WHERE EMPLOYEE RECORDS ARE KEPT IF DIFFERENT FROM MAILING ADDRESS
5. NAME AND TITLE OF PERSON TO CONTACT
6. TELEPHONE NUMBER

SECTION II—PROPOSED TRAINING PROGRAM

7. OCCUPATION FOR WHICH VETERAN WILL BE TRAINED
8. ANTICIPATED DATE PROGRAM WILL START
9. STARTING HOURLY WAGE $
10. LENGTH OF YOUR TRAINING PROGRAM FOR THIS OCCUPATION
A. MONTHS
B. TOTAL HOURS
11. PLACE OF TRAINING (If different from Item 3)
12. NUMBER OF HOURS PER STANDARD WORK WEEK
13. DOES THE OCCUPATION LISTED IN ITEM 7 ABOVE REQUIRE THE USE OF NEW TECHNOLOGICAL SKILLS? (If "Yes," please provide a brief explanation of the new skills.)
☐ YES ☐ NO
14. NUMBER OF EMPLOYEES
15. IF YOU HAVE FEWER THAN [illegible] EMPLOYEES, DO YOU WANT MONTHLY PAYMENTS OF TRAINING ASSISTANCE? [illegible]
☐ YES ☐ NO
16. DESCRIPTION OF PROPOSED TRAINING PROGRAM (Briefly describe your proposed training program. Attach a detailed training plan or outline which at a minimum includes a list of the various tasks to be learned and the length of time devoted to each.)
17A. DO YOU HAVE ANY AGREEMENT WITH AN EDUCATIONAL INSTITUTION TO PROVIDE ALL OR PART OF THE TRAINING?
☐ YES ☐ NO
17B. NAME AND ADDRESS OF EDUCATIONAL INSTITUTION

SECTION III—EMPLOYER CERTIFICATION

CERTIFICATION: I certify that the information provided is true and correct to the best of my knowledge, and the provisions on the reverse (Items (1) through (14) under "Employer Certifications", are certified.

CAUTION: Be sure to read certification requirements on reverse before signing. If an overpayment results from a false statement on this application you will be required to repay the government.

PENALTY: Willful submission of false information may result in fine or imprisonment or both. (31 U.S.C. 3729-31, 18 U.S.C. 1001ff)

18A. DATE SIGNED
18B. SIGNATURE AND TITLE OF OFFICIAL CERTIFYING FOR THE EMPLOYER

EMPLOYMENT SERVICE (Job Service) USE ONLY

19A. EMPLOYER CONTACTS (Frequency and type)
REMARKS
19C. SIGNATURE AND TITLE OF EMPLOYMENT SERVICE OFFICIAL
19D. DATE SIGNED
19E. TELEPHONE NUMBER

VA FORM
SEP 1983 **22-8931**

Attachment R

GENERAL INFORMATION AND EMPLOYER CERTIFICATIONS

Use this form to apply for approval to train veterans under the Emergency Veterans' Job Training Act of 1983. Submit a separate form to the nearest VA Regional Office for each job training program you want approved.

Under this Act you could be reimbursed quarterly or monthly for half of a trainee's beginning wages (without regard to overtime, premium pay, or fringe benefits) for up to 9 months (15 months for certain disabled veterans) of training. The maximum possible reimbursement is $10,000 for each veteran you train. Only Korean Conflict and Vietnam Era veterans are eligible to participate.

To qualify for approval, you must have a training program for an occupation which requires at least 3 months training. The occupation must meet one of the following requirements:

- be in a growth industry,
- require the use of new technological skills,
- demand for trained workers in the field must exceed the supply, either in the United States as a whole or locally.

If your application is approved, we will notify you of additional procedures to follow. If your application is disapproved, we will explain why and you will have the right to request a review of the decision at a higher level within the VA.

FURTHER ASSISTANCE

If you need assistance to complete this application form or if you require further information, contact the nearest VA Regional Office or the nearest State Employment Service (Job Service) local office. You will find toll-free telephone numbers for VA Regional Offices in your telephone directory under U.S. Government. The number for the nearest State Employment Service (Job Service) office is listed in the State government section of your telephone directory.

EMPLOYER CERTIFICATIONS

PLEASE READ THE FOLLOWING CERTIFICATIONS CAREFULLY. YOU MUST MEET EACH REQUIREMENT OR YOUR TRAINING PROGRAM MAY NOT BE APPROVED. IF YOU HAVE ANY DOUBT ABOUT A REQUIREMENT, PLEASE FULLY EXPLAIN THE CIRCUMSTANCES IN A STATEMENT ATTACHED TO THE APPLICATION.

1. The proposed program of job training –
   - Is not for employment which consists of seasonal, intermittent, or temporary jobs;
   - Is not for employment under which commissions are the primary source of income;
   - Is not for employment which involves political or religious activities;
   - Is not for employment with any department, agency, instrumentality, or branch of the Federal Government (including the Postal Service and the Postal Rate Commission);
   - Is for training which will be carried out in a state. ("State" includes the Territories and possessions of the United States, the District of Columbia and Puerto Rico.)

2. The employer is planning, upon the veteran's completion of the training program, to employ the veteran in the position for which he or she has been trained. The employer expects that such a position will be available to the veteran on a stable and permanent basis at the end of the training period.

3. The wages and benefits to be paid to a veteran participating in the job program will be not less than and will not exceed the wages and benefits normally paid to other employees participating in a comparable program of job training.

4. The employment of a veteran under the program–

a. Will not result in the displacement of currently employed workers (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits); and

b. Will not be in a job (1) while any other individual is on layoff from the same or any substantially equivalent job, or (2) the opening for which was created as a result of having terminated the employment of any regular employee or otherwise having reduced the work force with the intention of hiring a veteran under this program.

5. The employer will not employ in this program a veteran who is already qualified by training or experience for the job for which training is to be provided.

6. The job which is the objective of the training program is one that involves significant training.

7. The training content of the program is adequate, in light of the nature of the occupation for which training is to be provided and of comparable training opportunities in such occupation, to accomplish the training objectives of the program.

8. Each participating veteran will be employed full time in the program of job training.

9. The training period under the proposed program is not longer than the training period that employers in the community customarily require new employees to complete in order to become competent in the occupation for which training is to be provided.

10. There are in the training establishment or place of employment such space, equipment, instructional material, and instructor personnel as needed to accomplish the training objective.

11. The employer will keep records adequate to show the progress made by each veteran participating in the program and otherwise to demonstrate compliance with the requirements of the program for at least 3 years. The employer will make these records and accounts available for Federal or State examination as may be required.

12. The employer will furnish each participating veteran, before the veteran's entry into training, a copy of both sides of this completed application including attachments. The employer will obtain and keep the veteran's signed acknowledgment of having received a copy of this application.

13. The employer is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

14. The employer understands that assistance under this program may not be paid for any period for which the employer has or will receive any other form of assistance on account of the veteran's training or employment including (1) Assistance under the Job Training Partnership Act, or (2) A tax credit under the Targeted Jobs Tax Credit program (Section 44B of the Internal Revenue Code of 1954).

STATE EMPLOYMENT SERVICE (JOB SERVICE) REVIEW (Items 19A–19D)

This application will be reviewed when the State Employment Service (Job Service) has contacted an employer and obtained an application under the Emergency Veteran's Job Training Act. This review may also be made upon request of the VA Regional Office.

Form Approved
OMB No. 2900-0396

Veterans Administration

NOTICE OF INTENT TO EMPLOY A VETERAN
(Under the Emergency Veterans' Job Training Act of 1983- P.L. 98-77)

IMPORTANT: Employers should complete this form when they have decided to hire an eligible veteran and place him or her in an approved training program. NOTE: Please do not complete this form unless (1) the veteran has shown you his or her Certificate of Eligibility (VA Form 22-8928) and (2) you have received a written approval of this specific training program under this law from the VA. If both of these conditions are not met, contact your nearest VA regional office for assistance.

RETURN COMPLETED FORM TO ➤

VETERANS ADMINISTRATION REGIONAL OFFICE (243)
P.O. BOX 540008
HOUSTON, TX 77254

1. NAME OF VETERAN (First, middle, last)

2. VA FILE NUMBER

3A. NAME AND ADDRESS OF EMPLOYER

3B. EMPLOYER NUMBER (Use the number assigned by the VA)

4. NAME OF APPROVED JOB TRAINING PROGRAM (Use the program name shown on your approval letter)

5. BEGINNING DATE OF TRAINING (Reimbursement will not be earlier than the effective date of your program approval)

6. STARTING HOURLY WAGE
$

7. DATE VETERAN'S CERTIFICATE OF ELIGIBILITY EXPIRES (If the certificate has expired, the veteran should complete items 12 and 13)

8. DATE YOUR PROGRAM WAS APPROVED

EMPLOYER'S CERTIFICATION

- I hereby notify the VA of my intention to hire the above named veteran in the approved training program shown in Item 4.
- I understand that funds for this training may not be available. I also understand that the VA will send me a notice within 14 days if funds are not available. (The 14 days will run from the date of postmark. Additional time should be allowed for mailing.) If the VA has not sent me a notice within 14 days, I can expect payment under this Act. However, I understand that the VA will make no payment if the veteran does not meet all requirements of the law.
- I agree to furnish this veteran a copy of the application for approval of this program (VA Form 22-8931) before he or she begins training.
- To the best of my knowledge this veteran is not already qualified by training or experience for the job for which training is to be provided.
- I understand that assistance under this Act may not be paid for any period for which the employer receives any other form of assistance on account of the veteran's training or employment including (1) Assistance under the Job Training Partnership Act or (2) a tax credit under the Targeted Jobs Tax Credit program (section 44B of the Internal Revenue Code of 1954).

NOTE: If funds are available, the VA will notify you and provide instructions for claiming reimbursement.

PENALTY: Willful submission of false information may result in fine or imprisonment or both (31 U.S.C. 3729-31, 18 U.S.C. 1001ff).

9. SIGNATURE AND TITLE OF OFFICIAL CERTIFYING FOR THE EMPLOYER

10. DATE SIGNED

11. PHONE NO. OF PERSON TO CONTACT (Include area code)

NOTE: The veteran should complete items 12 and 13 only if his or her Certificate of Eligibility has expired.

I hereby apply for an extension of my eligibility. I certify that I am currently unemployed and that I have been unemployed for at least 15 of the preceding 20 weeks.

PENALTY: Willful submission of false information may result in fine or imprisonment or both (31 U.S.C. 3729-31, 18 U.S.C. 1001ff).

12. VETERAN'S SIGNATURE

13. DATE SIGNED

PRIVACY ACT NOTICE: No funds may be disbursed under this program unless you complete a Notice of Intent to Employ a Veteran Form (Public Law 98-77). The responses you submit are considered confidential (38 U.S.C. 3301) and may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act including the routine uses identified in VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records-VA, published in the Federal Register.

VA FORM
SEP 1983 22-8930

Attachment S

844930

Department of Veterans Benefits
Veterans Administration
Washington, DC 20420

DVB Circular 20-83-25
Appendix F

COMPLIANCE PROCEDURES

1. PURPOSE. This appendix provides instructions for reviewing the records and accounts of employers and veterans receiving assistance under the Emergency Veterans' Job Training Act of 1983 (Public Law 98-77).

2. BACKGROUND. Section 13 of Public Law 98-77 provides the V.A. with authority to monitor employers and veterans participating in programs of job training and to investigate any matter the V.A. considers necessary to determine compliance with the requirements of the law.

3. COMPLIANCE RESPONSIBILITY. The responsibility for insuring that an effective compliance program is established and maintained has been delegated to the station's Veterans Services Division. The procedures and techniques of the compliance survey activity will be utilized in conducting program investigations.

4. SCHEDULING OF COMPLIANCE SURVEYS. All field stations are required to review the records of 25 percent of the approved employers having veterans employed during the fiscal year. Because this is a new program, a data base does not yet exist from which to determine the 25 percent review figure. Consequently, you should maintain a listing of the active employers and review every fourth employer. You can utilize the procedure established by paragraph 13, appendix C to identify employers and veterans. Those employers with the largest number of veterans employed should be given priority in developing a survey schedule. The frequency of the reviews may be adjusted pending the results of the initial surveys. These surveys will be integrated with the surveys currently required by prior laws.

5. RECORDS. All accounts and records of the employer pertaining to the training program will be open for inspection to a duly authorized representative of the Federal government.

6. FORMS. VA Form 22-1934a, Compliance Survey of Job Training Establishments, and VA Form 22-8662, Trainee Interview Sheet, will be used in conducting surveys. All items on VA Form 22-1934a must be completed as well as the following items on VAF 22-8662: items 1 and 2; Section 1, items 3A, B, C, 7, 8A, B, 9A, B and 10; Section III, items 19, 20, 21, 24, 26A, B, 27 A and B.

7. PROCEDURES. Preparation for a compliance survey will include reviewing the approval file, J02 screen(s) and J03 screen. Copies of the J02 screen(s) and J03 screen will be made a permanent part of the survey file. A MINQ should be run to see if benefits are currently being paid under chapters 32 or 34. The following areas of inquiry will be checked closely during the survey:

a. That the trainees beginning wages are established without regard to overtime, premium pay, or fringe benefits. This should be verified by reviewing payroll records.

b. That the employer is planning, upon the veterans completion of the training program, to employ the veteran in the position for which he or she has been trained. That such a position will be available to the veteran on a stable and permanent basis at the end of the training period. An employer will be

DRAFT

ATTACHMENT T

required to provide a thorough explanation of the circumstances surrounding the dismissal of a veteran prior to or after completion of the training program.

c. That the wages and benefits to be paid to a veteran participating in the job program will be not less than and will not exceed the wages and benefits normally paid to other employees participating in a comparable program of job training.

d. That the employment of a veteran under the program will not result in the displacement of currently employed workers (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits); and will not be in a job while any other individual is on layoff from the same or any substantially equivalent job, or the opening for which was created as a result of having terminated the employment of any regular employee or otherwise having reduced the work force with the intention of hiring a veteran under the program. This information can be verified through the personnel or union office.

e. That the employer will not employ in this program a veteran who is already qualified by training or experience for the job for which training is to be provided.

f. That each participating veteran will be employed full time in the program of job training.

g. That the training establishment or place of employment has the space, equipment, instructional material, and instructor personnel needed to accomplish the training objective.

h. That the employer records are adequate to show the progress made by each veteran participating in the program.

i. That the employer has furnished each participating veteran, before the veteran's entry into training, a copy of both sides of the employer's application (VAF 22-8931) including attachments. That the veteran's signed acknowledgement of having received a copy of the application is on file with the employer.

j. That the employer is following the approved training program and that the training program is not artificially inflated.

k. That overtime, sick and vacation hours have not been reported as hours worked.

l. That the veteran actually was employed as a result of the jobs program.

m. That instruction provided by a source other than the employer is actually being given and that records exist to verify the instruction.

n. That sales jobs really do not have substantial commission income. (For the program to be approved, the trained worker must receive less than half of his or her income from commission at the firm providing the training.

o. That the equal opportunity compliance requirements established in Appendix G of this circular are being observed. That the employer has submitted a signed VA Form 27-8206, Statement of Assurance of Compliance, and has completed VA Form 27-4274, Compliance Report.

8. REPORTS. COIN [illegible] 246, Job Act Monthly Pay Status Report By Employer Number, will be issued to stations monthly and will identify the employer number, veteran stub name, claim number and station of jurisdiction. The data shown on this report will allow access to the J02 and J03 screens. This report will be issued beginning with June 1984. Pending issuance of the report, the procedure discussed in paragraph 4 should be followed.

9. REFERRAL TO VACO. One copy of each VA Form 22-1934a and narrative will be submitted to VACO (223A) after all actions are completed.

10. REFERRAL TO VA INSPECTOR GENERAL. Whenever fraud is suspected on the part of the employer and/or veteran, referral to the Inspector General is required. The provisions of VA Circular 00-82-21 will be for application.

11. VIOLATIONS OF APPROVAL CRITERIA. Whenever a compliance survey reveals violations of approval criteria, the provisions of paragraph 9(a), (b), (c) and (d) of the basic circular and paragraph 14a(1), (2) and (3) of appendix E, will apply.

12. WORK MEASUREMENT. End product 820 will be recorded for compliance survey.

13. FURTHER INFORMATION. Questions pertaining to this circular should be referred to VACO Education Service, Field Operations staff on FTS 389-3381.

DOROTHY L. STARBUCK
Chief Benefits Director

Distribution: CO: RPC 2900
FLD: RPC 2223, plus 5 add'l copies
for VBO in ROA, VBC, 1 each
EX: ASO and AR, 1 each

02-10-84

VETERANS JOBS BILL UTILIZATION
by STATE (EMPLOYER'S ADDRESS)
(based on the # of NOI's approved)

STATE	# JOBS	TOT MONTHS	TOTAL HOURS	TOTAL DOLLARS
AK	16	139	23,161	117,861.00
AL	37	321	55,706	154,344.00
AR	9	86	14,896	52,144.00
AZ	24	219	37,871	104,159.00
CA	76	675	115,992	413,760.00
CO	13	103	17,589	61,734.00
CT	8	72	12,460	31,989.00
DC	1	6	1,040	7,499.00
DE	1	9	1,560	3,120.00
FL	13	126	21,615	56,585.00
GA	1	9	1,538	9,805.00
HI	4	36	5,760	35,394.00
IA	4	41	7,025	16,968.00
ID	12	109	19,164	64,031.00
IL	14	122	20,487	70,674.00
IN	1	9	1,568	7,056.00
KS	24	220	37,778	109,399.00
KY	3	27	4,680	14,820.00
LA	2	18	3,000	18,775.00
MA	4	36	6,228	14,979.00
MD	8	69	11,717	35,343.00
ME	1	5	1,000	2,125.00
MI	3	23	3,606	18,654.00
MN	2	18	2,737	7,041.00
MO	20	174	30,003	77,032.00
MS	9	67	11,557	28,613.00
MT	1	9	1,560	3,510.00
NC	[illegible]5	220	38.043	96.928.00
ND	6	48	8,218	31,931.00
NE	8	75	13,053	32,741.00
NH	4	33	5,679	14,860.00
NJ	3	23	4,512	12,993.00
NM	8	78	13,280	35,856.00
NV	26	252	42,909	148,740.00
NY	28	235	39,753	120,747.00
OH	13	117	19,749	68,459.00
OK	66	592	101,483	301,383.00
OR	31	274	47,195	165,209.00
PA	27	265	43,721	134,699.00
RI	7	54	8,934	25,444.00
SC	26	223	38,823	101,161.00
SD	4	39	6,785	22,838.00
TN	23	198	34,251	98,187.00
TX	114	1008	175,[illegible]10	524,495.00
UT	32	287	49,152	156,429.00
VA	1	9	1,440	4,320.00
WA	28	247	41,771	184,409.00
WI	22	193	33,284	104,539.00
WV	5	45	7,795	20,464.00
WY	12	105	17,935	69,098.00
	830	7,368	1,264,473	4,013,344.00

ATTACHMENT U

Prepared by: VARO, CFS, PO Box 540008, HOUSTON TX 77254

02-10-84

VETERANS JOBS BILL UTILIZATION
by REGIONAL OFFICE ISSUING CDE
(based on the # of NOI's approved)

RO	STATION	# JOBS	TOT MONTHS	TOTAL HOURS	TOTAL DOLLARS
301	BOSTON, MA	2	18.00	3,120	7,215.00
304	PROVIDENCE, RI	9	72.00	12,042	33,208.00
306	NEW YORK, NY	3	30.00	4,940	12,350.00
307	BUFFALO, NY	25	205.00	34,813	108,397.00
308	HARTFORD, CT	8	72.00	12,460	31,989.00
309	NEWARK, NJ	3	23.00	4,512	12,993.00
310	PHILADELPHIA, PA	14	135.00	21,848	74,258.00
311	PITTSBURGH, PA	15	148.00	24,765	73,462.00
313	BALTIMORE, MD	4	33.00	5,831	17,718.00
314	ROANOKE, VA	1	9.00	1,440	4,320.00
315	HUNTINGTON, WV	5	45.00	7,795	20,464.00
316	ATLANTA, GA	1	9.00	1,533	9,805.00
317	ST. PETERSBURG, FL	13	126.00	21,615	56,585.00
318	WINSTON-SALEM, NC	25	220.00	38,043	96,928.00
319	COLUMBIA, SC	26	223.00	38,823	101,161.00
320	NASHVILLE, TN	24	207.00	35,811	102,867.00
321	NEW ORLEANS, LA	2	18.00	3,000	18,775.00
322	MONTGOMERY, AL	35	303.00	52,706	143,184.00
323	JACKSON, MS	9	67.00	11,557	28,613.00
325	CLEVELAND, OH	11	99.00	16,597	53,781.00
326	INDIANAPOLIS, IN	2	18.00	3,128	14,076.00
327	LOUISVILLE, KY	3	27.00	4,680	14,820.00
328	CHICAGO, IL	16	131.00	21,927	77,154.00
329	DETROIT, MI	3	23.00	3,606	18,654.00
330	MILWAUKEE, WI	22	193.00	33,284	104,539.00
331	ST. LOUIS, MO	20	174.00	30,003	77,032.00
333	DES MOINES, IA	4	41.00	7,025	16,968.00
334	LINCOLN, NE	8	75.00	13,053	32,741.00
335	ST. PAUL, MN	3	27.00	4,297	14,841.00
339	DENVER, CO	13	102.53	17,589	61,734.00
340	ALBUQUERQUE, NM	8	78.00	13,280	35,856.00
341	SALT LAKE CITY, UT	32	287.00	49,152	156,429.00
343	SAN FRANCISCO, CA	30	280.00	48,358	150,613.00
344	LOS ANGELES, CA	33	261.00	50,309	174,322.00
345	PHOENIX, AZ	24	219.00	37,871	104,159.00
346	SEATTLE, WA	30	265.00	44,891	197,279.00
347	BOISE, ID	12	109.00	19,164	64,031.00
348	PORTLAND, OR	30	265.00	45,635	158,579.00
349	WACO, TX	65	587.00	101,999	309,400.00
350	LITTLE ROCK, AR	8	78.00	13,496	48,644.00
351	MUSKOGEE, OK	68	608.58	104,507	311,379.00
354	RENO, NV	26	252.00	42,909	148,740.00
359	HONOLULU, HI	4	36.00	5,760	35,394.00
362	HOUSTON, TX	46	403.00	70,227	202,359.00
363	ANCHORAGE, AK	16	139.00	23,161	117,861.00
372	WASHINGTON, DC	4	33.00	5,626	19,761.00
373	MANCHESTER, NH	4	33.00	5,679	14,860.00
377	SAN DIEGO, CA	12	111.00	19,146	70,825.00
402	TOGUE, ME	1	5.00	1,000	2,125.00
436	FORT HARRISON, MT	1	9.00	1,560	3,510.00
437	FARGO, ND	6	54.00	9,250	34,131.00
438	SIOUX FALLS, SD	4	39.00	6,705	22,838.00
442	CHEYENNE, WY	12	105.00	17,935	69,098.00
452	WICHITA, KS	24	219.93	37,778	109,399.00
460	WILMINGTON, DE	1	9.00	1,560	3,120.00
		830	7,367.04	1,264,473	4,013,344.00

Form Approved
OMB No. 2900-0396

Veterans Administration

CERTIFICATION OF TRAINING

(Under the Emergency Veterans' Job Training Act of 1983- PL 98-77)

IMPORTANT—Read instructions on reverse before completing this form.

PRIVACY ACT NOTICE: No benefits may be paid under this program unless a completed application form has been received, (Public Law 98-77). The information requested on this form is necessary to determine your eligibility to job training benefits. The responses you submit are considered confidential (38 U.S.C. 3301), and may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records-VA, published in the Federal Register.

1A. NAME OF VETERAN (First, middle, last)

1B. VA FILE NUMBER

2A. NAME OF EMPLOYER

2B. EMPLOYER NUMBER (Use the number assigned by the VA)

2C. ADDRESS OF EMPLOYER (Complete only if changed since VA approval)

3. REPORTING PERIOD

A. BEGINNING DATE

B. ENDING DATE

4A. MONTH(S) TO BE CERTIFIED	4B. HOURS WORKED

5. BEGINNING DATE OF PROGRAM (First certification only)

6. STARTING HOURLY WAGE RATE (First certification only)

7. VETERAN'S CERTIFICATION

I CERTIFY THAT I was employed full time by the above named employer in a program of job training during the period reported above.

PENALTY: Willful submission of false information may result in fine or imprisonment or both. (31 U.S.C. 3729-31; 18 U.S.C. 1001ff)

A. DATE SIGNED

B. SIGNATURE OF VETERAN (If unavailable, explain in item 9)

8. EMPLOYER'S CERTIFICATION (Check one box only)

I CERTIFY THAT the above named veteran was employed by me in a VA approved training program during the period and for the hours reported above and that:

A. ☐ Progress was satisfactory and the veteran is continuing in the program.
B. ☐ or; the program was satisfactorily completed on date shown in item 3B.
C. ☐ or; training was terminated on date shown in item 3B because progress was not satisfactory.
D. ☐ or; training of the veteran has been terminated on date shown in item 3B for another reason. (Explain in item 9.)

9. REMARKS

PENALTY: Willful submission of false information may result in fine or imprisonment or both. (31 U.S.C. 3729-31; 18 U.S.C. 1001ff)

10A. DATE SIGNED

10B. SIGNATURE AND TITLE OF OFFICIAL CERTIFYING FOR THE EMPLOYER

10C. TELEPHONE NUMBER

FOR VA USE ONLY ➤

INITIALS

DATE

VA FORM
SEP 1983 22-8929

Attachment V

GENERAL INSTRUCTIONS

1. Complete this form on or after the last day of the reporting period.

2. We cannot release payment until we receive this form with all items completed. Prompt return of this form will facilitate an early release of your payment. If this form is not received by the VA early in the month, payment may be delayed until the following month.

3. Check all entries to assure that they are correct. Errors or omissions can delay payment.

4. In addition to completing items 1 and 2, complete the following:

   Item 3: Show the beginning and ending dates for the reporting period during which training was given. Generally, this period will cover a three-month calendar quarter (*i.e.*, January–March, April–June, July–September, and October–December). However if the program has been approved for monthly payment, this period will cover one calendar month.

   Item 4: Show the number of training hours the veteran worked during each month. Include all hours of training which occurred during the standard workweek and for which the veteran received wages. Include paid legal holidays (state or national) but do not include overtime, sick, or vacation hours.

   Items 5 and 6: Complete *only* for the first Certification of Training to be submitted for each veteran.

   Item 7: Have the veteran date and sign the form. If the veteran is not available to sign his or her certification in item 7, explain the circumstances in item 9, "Remarks".

   Item 8: Check only one box. If "D" is checked, explain in Item 9, "Remarks".

   Items 10A, 10B, and 10C: Date and sign the form. Please provide your telephone number in item 10C. If you fail to sign the form, it will be returned to you and payment may be delayed.

5. Mail the completed form to:

   VA Regional Office (243)
   P.O. BOX 540008
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STUDY PROTOCOL

THE EMERGENCY VETERANS' JOB TRAINING ACT OF 1983 (PL 98-77)

Background. The President signed the Emergency Veterans' Job Training Act on August 15, 1983. The purpose of the Act is to address the continuing unemployment of Korean conflict and Vietnam era veterans by providing monetary incentives to employers to provide training and jobs.

As part of the continuing resolution signed by the President on November 14, 1983, partial funding of $75 million was provided for the Job Training Act. The balance of funding for FY 1984 was included in the VA's FY 84 supplemental appropriation enacted November 30, 1983 (PL 98-181).

Purpose. The purpose of the study will be to evaluate the effectiveness of the emergency veterans' job training program.

Scope. As of November 1983 the unemployment rate for Vietnam era veterans was 7.0 percent. Approximately 520,000 Vietnam era veterans are currently unemployed. Similar unemployment data do not exist for Korean conflict veterans. However, data are available which show that the unemployment rate for all war veterans is rising while the rate for the civilian population is declining. Program managers estimated that 150,000 applications for assistance would be filed by unemployed veterans during the life of the program. It was estimated that 21,000 employers would participate and a total of 42,000 veterans would receive training. The length of the training program may be as short as 3 months and as long as 15 months in the case of qualified disabled veterans. However, the average length of approved training programs is predicted to be from 6 to 9 months.

ATTACHMENT X

Study Protocol

The period covered by this program is generally from the date funds were made available to the VA on November 29, 1983 to September 30, 1986. Veterans must apply before November 29, 1984 and commence training before March 1, 1985.

Goal. The goal of the authorizing legislation as derived from Section 2 of the Act is to provide stable and permanent employment for Korean conflict and Vietnam era veterans who have been unemployed for long periods of time. This goal is to be reached by providing monetary incentives to employers to hire and provide significant training for such unemployed veterans.

Objectives. In measuring progress towards achieving this goal, the following general areas should be examined:

- Program implementation;
- Delivery of benefits;
- Significant training;
- Stable and permanent employment.

Program implementation will analyze resources, procedures, forms, publicity and outreach provided for the program:

Were adequate human and other resources made available to fully implement and administer the program in a timely manner?

Were processing instructions timely provided and were they adequate?

Were application and other forms timely provided and were they adequate?

Was there adequate publicity to ensure participation in the program?

Were effective outreach efforts made?

Were monitoring and investigation activities effectively conducted to ensure compliance with the basic law?

Study Protocol

Delivery of funds will examine:

Timeliness of delivery - were funds provided with a minimum of delay?

Were funds delivered to appropriate geographic areas of high and long-term unemployment?

Were funds delivered to the appropriate occupational target areas - labor demand exceeds supply, growth industry, and occupations requiring the use of new technological skills?

Were funds delivered to the long-term unemployed?

Significant training:

Was the veteran employed full-time in a job training program?

Did the veteran progress satisfactorily through the entire training program?

Did the training match the veteran's aptitudes, interests and abilities?

Was the training adequate to prepare the veteran for permanent employment?

Stable and permanent employment:

Was the veteran retained in a stable and permanent employment position after completion of training?

The proposed evaluation would include the following specific objectives:

I. Program Implementation

1. Describe and assess each of the major elements of program administration; including:
    a. procedures for determining eligibility and processing applications of veterans and employers;
    b. outreach and public information efforts;
    c. processing of payments to employers.

2. Document major difficulties encountered and efforts to overcome them.
3. Identify major factors, including characteristics of the original program design, which facilitated or impeded adequacy of implementation, distinguishing between factors beyond and potentially under the control of program administrators.

II. Response to the Program from Veterans and Employers (Delivery of Funds)

1. Provide descriptive data on numbers, geographic distribution, and characteristics of veterans enrolled; dropouts and those who complete the program; participating employers; occupations and wage levels for which training is funded; and, to the extent possible, the nature of training provided.
2. Describe and, to the extent possible, identify the major reasons for the volume and composition of veteran and employer response to the availability of the program.

III. Post-enrollment Outcomes (Significant Training/Stable and Long-term Employment)

1. Provide data on completion rates of veterans and, to the extent possible, factors affecting completion and non-completion.
2. Describe the short-term, post-employment experience of enrollees.
3. Determine, to the extent permitted by available data, characteristics of enrollees, employers, occupations, and training associated with successful completion of training and post-enrollment employment.

4. Conduct a post-program follow-up study.

(Note: It is recognized that such data on post-program outcomes will provide some valuable information on how well unemployed veterans do in employment--in the short term--after participation in the program. These data will not--because of the technical infeasibility of measuring what their experience would have been in the absence of the program--permit determination of the extent to which enrollees are better off than they would have been without the program.)

IV. Overall Program Assessment

Reports. The Senate Appropriations Committee directed the VA to initiate a contract for the conduct of this study. The Committee directed that the contract provide for three reports:

- First report - due March 1, 1984 on processing of applications (the VA will prepare this first report);
- Second report - due June 1, 1984 on conduct of training;
- Final report - due June 1, 1985.

Methodology. Centralized data for use in evaluating the program will be made available to the contractor by the VA Central Office. Additional data that the contractor may need will be developed and collected by the contractor. The contractor will be responsible for analysis of all data and preparation of the required reports.

Study Protocol

The contractor will develop and administer an employer post-training reporting system as required by the Office of Management and Budget. The contractor will also develop and administer a post-training survey of veterans to determine their last date of employment before training and if they have obtained stable and permanent employment in the job for which they trained after completion of training. Data collected from these surveys will be provided to the VA.

EMERGENCY VETERANS' JOB TRAINING ACT OF 1983 (P.L. 98-77)

SECOND INTERIM REPORT: CONDUCT OF TRAINING

MAY 25, 1984

This study was accomplished by professional consultants under contract (Number V101(93)P-1014) with the Veterans Administration. The statements, findings, conclusions, recommendations and other data in this report are solely those of the Contractor and do not necessarily reflect the views of the Veterans Administration.

Centaur Associates, Inc.

EXECUTIVE SUMMARY

This is a summary of the report prepared by Centaur Associates, Inc. on the conduct of training provided under the Emergency Veterans' Job Training Act of 1983, from program beginning, November 29, 1983, through April 16, 1984. The full report follows this summary. The Act is intended to address the problem of long-term unemployment among certain Korean Conflict and Vietnam era veterans by providing incentives to employers to hire and train the veterans in stable and permanent positions that involve significant training.

The conduct of training is examined and described as follows:

- By comparing the characteristics of those veterans who have been certified as eligible for the program with the subset of certified eligibles who have been placed in training programs;
- By examining, in greater detail, the characteristics of participants and their training programs; and
- By examining the characteristics of employers who have been approved to participate in the program and the training programs which those employers offer.

CHARACTERISTICS OF CERTIFIED VETERANS

As of April 16, 1984, a total of 101,573 veterans were certified for participation under the terms of the Act. Most of these have not participated in a training program. As of April 16, a total of 3,850 veterans had initiated participation in a training program.

The regional distribution of certified veterans varies somewhat from that of the total Korean and Vietnam veteran population (approximately 12.9 million persons). The certified veteran population is more heavily represented in the VA's Central and Western Regions and less heavily represented in the Eastern Region than is the total Korean and Vietnam veteran population. The largest percentage of program participants is in the West, followed by the Central Region and the East.

Most certified veterans are male, as are most participants. Females represent a very small proportion of certified veterans and participants. However, the proportion of female participants is slightly higher than their proportion among certified veterans.

Most certified veterans have at least a high school education. The mean years of education for all certified veterans is 12.5 years. Veterans participating in a program are somewhat better educated than the certified veteran population, with a mean education of 12.7 years. Female veterans are generally better educated than male veterans.

Most certified and participating veterans (about 85 percent) have no service-connected disability and are thus entitled to assistance for a maximum period of nine months. About eight percent have 10 to 20 percent disability and seven percent have 30 percent or more disability.

For certified veterans, the average length of time between last "substantial" employment (employment lasting longer than six months) and program application is 24 months. For participating veterans, the average length of time between last substantial employment and program application is 19 months.

CHARACTERISTICS OF VETERAN PARTICIPANTS AND TRAINING PROGRAMS

Most of the 3,850 participating veterans are male (98.4 percent) and under the age of 40. About 90 percent of the participating veterans have a high school education or better.

Most participating veterans served in the Vietnam era. Over half (51 percent) served in the Army and the majority served for under four years.

Over two-thirds of all participating veterans were placed in positions in one of the following occupational categories: Machine Trades; Structural Work; and Professional/Technical/Managerial. The average hourly wage rate received was $6.24. Men earned about 10 percent more than women ($6.25 versus $5.69).

The mean training period for all participants is 8.7 months. Most are participating in training programs that are exactly nine months long, the maximum period allowed for most eligible veterans. About 75 percent of the veterans with at least 30 percent disability are in programs exceeding nine months in length.

Most participants (85 percent) are employed between 35 and 40 hours per week in their training positions. Some (14 percent) are employed over 40 hours per week. A very small number (1 percent) are employed less than 35 hours per week.

A total of 293 participating veterans have terminated from the program. About 31 percent of these were terminated for reasons of unsatisfactory performance and 16 percent were in programs that did not last or in which participation did not last more than five days. About 14 percent quit for reasons unknown and another 14 percent found other employment. Eight percent quit the training program for health-related reasons.

CHARACTERISTICS OF APPROVED EMPLOYERS

A total of 9,493 employers offering 12,244 training programs had been approved as of April 16, 1984. About one-third of these had actively initiated a training program. The geographic distribution of approved employers was fairly even, but the West had a relatively higher proportion of actively participating employers.

The majority of approved employers were small businesses with fewer than 50 employers. Approved employers were concentrated in the services, manufacturing, retail trade and construction sectors. Most offered only one training program. Participating employers offered higher hourly wages ($6.33 per hour) for all training programs offered than nonparticipating employers ($5.81 per hour).

State Employment Service Agency staff were involved in the application process for over one-half of the approved employers. Almost one-third of the training programs offered involve new technological skills. Educational organization involvement in training programs occurs in less than five percent of the programs.

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FOREWORD

This report was prepared by Centaur Associates, Inc., under contract to the Veterans Administration. The purpose of the report was to examine the conduct of training in the Emergency Veterans' Job Training Program.

The work to produce this report was done in April and May of 1984. The work included interviews with program officials in the Veterans Administration and Department of Labor, reviews of the First Interim (Evaluation) Report, program documentation, legislation and other materials, and analysis of automated data records on the status and characteristics of both veterans and employers who have applied to, or are participating in, the program.

Centaur acknowledges the extensive support that this report received from staff members at all levels within the Veterans Administration. Particularly noteworthy contributions included the provision of automated data, the manual sampling of nearly 1,000 employer application forms from VA Regional Offices, and the guidance on the content and the format of the report. Centaur also recognizes the staff of the Office of Veterans Employment at the Department of Labor for their cooperation and support in the preparation of this report.

From Centaur, Mr. Steven Bellach and Ms. Martha Solt wrote programs and processed the data. Mr. Thaddeus Burns created the graphics and Ms. Sharon Smith, Ms. Betty Boyd, Ms. Gwendolyn Campbell and Ms. Vicki Lester produced the report. Their contribution is gratefully acknowledged.

May 1984
Washington, D.C.

Harry C. Vonk, CMC
Edward P. Davin
Kathleen M. Brown

CHAPTER 1

INTRODUCTION AND BACKGROUND

This report contains the results of an examination of the conduct of training provided under the Emergency Veterans' Job Training Act of 1983, from program beginning, November 29, 1983, through April 16, 1984.[1] This is the second interim report resulting from the program evaluation as called for in Senate Report 98-275, on the Supplemental Appropriations Bill, 1984.[2] The first interim report, dated March 1, 1984, addressed the initiation of procedures and the processing of applications under the Act. A final report will be submitted on June 1, 1985, that will contain an evaluation of the overall operation and impacts of the program.

This chapter describes: 1) the purpose of the report, 2) program history, 3) program trends, and 4) the report format.

PURPOSE OF THE REPORT

1. Congressional Mandate

Senate Report No. 98-275[3], specified that the effectiveness of the Emergency Veterans' Job Training Program be evaluated, stating that:

> "The Committee intends to closely monitor the conduct of the emergency veterans' job training program. To this end the Committee directs the VA to initiate a contract to evaluate the effectiveness of the program. The Committee recommends that the contract include an interim report on the processing of applications, another interim report on the conduct of the training, and a final report. The interim report on the

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[1] Most of the data on which this report is based were processed on April 16, 1984. The date was chosen both to coincide with the regular monthly payment processing cycle of the VA's Target Management Information System and to allow adequate time to prepare the report for a June 1, 1984 submission date.

[2] Committee on Appropriations, "Report No. 98-275," United States Senate, 98th Congress, 1st Session, Washington, D.C.: October 19, 1983, Pp. 7 and 8.

[3] Committee on Appropriations, "Senate Report 98-275," p. 3.

process should be received by the Committee no later than March 1, 1984. The interim report on the training should be received by the Committee no later than June 1, 1984. The final report should be received by the Committee no later than June 1, 1985."

2. Conduct of Training

This report on the conduct of training is based on operations from November 29, 1983 through April 16, 1984. The conduct of training is examined and described as follows:

- By comparing the characteristics of those veterans who have been certified as eligible for the program with the subset of certified eligibles who entered training;
- By examining, in greater detail, the characteristics of participants and their training programs; and
- By examining the characteristics of employers who have been approved to participate in the program and the training programs which those employers offer.

3. Data Sources

Data sources for this report are the following:[1]

- Department of Veteran's Benefits (DVB) Workload Report (RCS 20-6), Form No. 20-8811 — manually tallied counts of applications received, processed, approved/certified, veterans placed in jobs, and terminations;
- Veteran Master File, VA Target Management Information System — automated file containing a record for each veteran who submits a formal application under the Act, and includes identification and program participation and status data;
- Employer Master File, VA Target Management Information System — automated file containing a record for each employer who has a program (or programs) of job training approved by the VA under the Act, and includes identification, characteristics and job training program data;
- Beneficiary Identification and Record Locator Subsystem (BIRLS) -- automated file containing identification and record locator data for veterans, and includer data on age, period and length of military service, and branch of service;

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[1] See Appendix A for a description of these sources.

- A random sample of 982 VA Form 22-8931s, "Employer's Application for Approval of a Job Training Program" — data on employer's Standard Industrial Classification (SIC) code (type of business), number of employees (size), and other data to supplement the Employer Master File. The sample represents about ten percent of Approved Employers as of May 1, 1984.

4. Definitions, Assumptions and Limitations

4.1 Definitions. Throughout this report a number of terms are used to classify veterans, employers and job training programs as they pertain to the Act. Definitions of these terms follow:

- Approved Employer — an employer who has a program (or programs) of job training approved by the VA under the Act;

- Approved Program — a program which meets the requirements for approval set forth in the Act and which is approved by the VA (see Approved Employer above);

- Certified — a veteran who meets the requirements for eligibility set forth in the Act and who has been issued a Certificate of Eligibility (C/E) by the VA;

- Nonparticipant — a Certified veteran who is not yet employed in a training slot with an Approved Employer; and also, an Approved Employer who has not yet employed a Certified veteran (or veterans) in a training slot(s);

- Participant — a Certified veteran who is working in a training slot, and also, an Approved Employer who has employed a Certified veteran (or veterans) in a training slot(s);

- Terminee — a veteran who has been, but no longer is, a Participant; and

- Training Slot — a job position within an Approved Program (there may be one or more slots per Program).

4.2 Assumptions. When an Approved Employer agrees to employ a Certified veteran, the employer submits VA Form 22-8930, "Notice of Intent to Employ a Veteran". Upon approval and processing by the VA, a status code is set in the veteran's record in the Veteran Master File to indicate that the veteran has been accepted for employment (Status Code 4). Once an

Approved Employer has placed the Certified veteran on payroll, the employer may periodically submit VA Form 22-8929, "Certification of Training," to the VA, which when approved, becomes an invoice for payment of the training costs incurred by the employer as set forth under the Act. Processing of this form sets a "COT Received - Active" code (Status Code 5) in the veteran's record.

Both Status Codes 4 and 5 are defined to be "Participants" as pertains to veterans in this report; that is, it is assumed that a veteran is a participant when the veteran's record indicates that a Notice of Intent to Employ has been received. This assumption accounts for the probable delay between the time at which the veteran enters a training slot (goes onto the payroll) and the time at which the employer submits the first Certification of Training Form requesting reimbursement.

4.3 Limitations. This report is based largely on data which were processed on April 16, 1984, in the regular mid-month processing of data for the Emergency Veterans' Job Training Program. This was the latest date on which the current status on both veterans and employers could be obtained and which provided sufficient time to analyze the data and write the report for the Congressionally-mandated date of June 1, 1984. Changes in status since April 16, 1984, are not reflected in this report.

PROGRAM HISTORY

The Emergency Veterans' Job Training Act of 1983 (Public Law 98-77, enacted August 15, 1983) established an emergency program of job training assistance for unemployed Korean Conflict and Vietnam era veterans. The program is intended to address the problem of long-term unemployment among veterans by providing incentives to employers to hire and train certain unemployed wartime veterans in stable and permanent positions that involve significant training.

Under this program, the United States government will reimburse an employer for 50 percent of a veteran's starting wage, up to a maximum reimbursement of $10,000, to defray training costs. An employer may receive reimbursement for training a veteran for a maximum period of nine months except in the case of certain veterans who have service-connected disabilities. In these cases employers may receive reimbursement over a period of up to 15 months, but in no case may reimbursement exceed $10,000 per veteran.

Under the Act, authorization was given for monies to be appropriated to the Veterans Administration (VA) in the amount of $150 million for each of fiscal years 1984 and 1985. Funds for

Fiscal Year 1984, in the amount of $130 million, were made available to the VA. Assistance may be paid for any eligible veteran who applies for the program before November 29, 1984 and who begins participation by February 28, 1985.

The VA and the U.S. Department of Labor have joint responsibility for implementing the Emergency Veterans' Job Training Act of 1983. In general, the VA has primary responsibility for approving employer programs, for determining the eligibility of veterans and for administering funds. The Department of Labor has primary responsibility for the development of employment and training opportunities. Both agencies cooperate in the provision of outreach and public information efforts and the furnishing of employment counseling, with the VA focusing its efforts towards veterans and the Department of Labor focusing its efforts towards employers. Activities and procedures which have been developed pursuant to these responsibilities were described in the interim report of March 1, 1984.[1]

PROGRAM TRENDS

I. Veteran Application Rates

Veterans interested in participating in a job training program must submit an application to the VA to be certified as eligible to participate in the program. As of April 23, 1984, a total of 150,732 applications had been submitted by veterans interested in participating in the job training program.[2] Data on veteran applications for the job training program are presented in Exhibit 1-1. A graphical representation of significant trends drawn from these data is presented in Exhibit 1-2.

About 13,800 applications were counted in the first week after funding for the program had been made available to the VA on November 29, 1983. However, applications had been maintained on file in the 57 VA Field Stations prior to that time pending the availability of funds. In the following four-week period (ending January 1, 1984), about 23,300 applications were received by the VA. The number of veteran applications submitted per

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[1] Veterans Administration "Interim Report on the Operation of the Emergency Veterans' Job Training Act of 1983, Public Law 98-77," prepared by the Veterans Administration in compliance with Senate Report 98-275, March 1, 1984.

[2] Data contained in this subsection are taken from hand tabulations submitted weekly by VA Field Stations to Regional Offices and to VA Headquarters (DVB Workload Report, RCS 20-6).

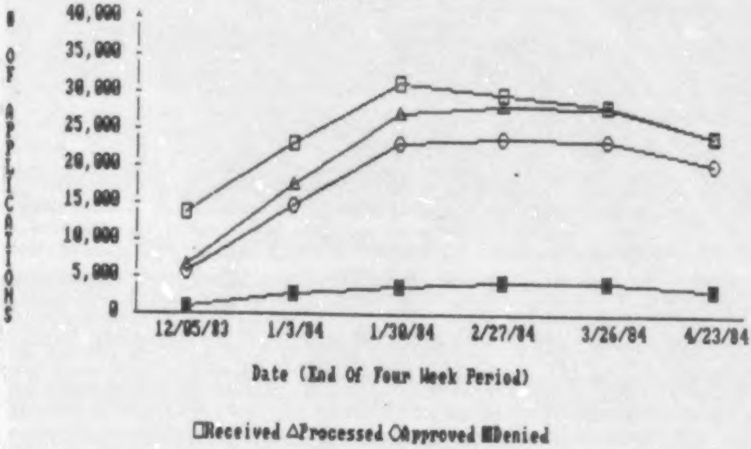
Exhibit 1-1

TRENDS IN VETERAN APPLICATION RATES

Date (in four week intervals)	Applications Received Since Prior Period	Applications Processed	Veterans Certified (%)	Applications Denied (%)
12/05/83	13,773	6,691	5,650 (84%)	1,041 (16%)
01/03/84	23,287	17,634	14,730 (84%)	2,904 (16%)
01/30/84	31,357	27,191	23,251 (86%)	3,940 (14%)
02/27/84	29,786	28,187	23,785 (84%)	4,402 (16%)
03/26/84	28,187	28,090	23,669 (84%)	4,421 (16%)
04/23/84	24,342	24,203	20,542 (85%)	3,661 (15%)
Cumulative Total	150,732	131,996	111,627 (85%)	20,369 (15%)

Source: Data are taken from hand tabulations (DVB Workload Report) submitted weekly by VA Field Stations to Regional Offices and to VA Headquarters.

Exhibit 1-2



Veteran Application Rates
(In Four Week Intervals)

Source: DVB Workload Reports compiled from manual tabulations submitted by VA Field Offices.

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month peaked at 31,357 in the four-week period ending January 30, 1984 and has declined by 22 percent to the four-week period ending April 23, 1984.

Initially, processing of veteran applications by Field Stations lagged significantly behind the rate of submissions. In the period ending December 5, 1983, about 49 percent of the applications submitted had been processed. By January 3, 1984, about 66 percent of the applications submitted since the beginning of the program had been processed. Over time, the percentage of applications processed increased steadily. In the peak four-week period ending January 30, 1984, the VA Field Stations had processed 75 percent of all the applications received by that time. As of April 23, 1984, 83 percent of the applications received to date had been processed.

The percentage of applications certified for eligibility has remained fairly constant between 84 and 86 percent of those processed. About 111,600 veteran applications had been certified as of April 23, 1984. Another approximately 20,400 applications had been denied and approximately 18,700 applications had been received but not processed.

2. Employer Application Rates

Employers desiring to participate in the Emergency Veterans' Job Training Program also must submit applications to the VA. Exhibit 1-3 presents data on employer applications to the VA for the program. Significant trends drawn from these data are presented graphically in Exhibit 1-4. As of April 23, 1984, a total of 14,281 applications had been submitted by employers desiring to participate in the program.

Employer response to the program was more cautious initially than that of veterans. As of December 5, 1983, the end of the first week after funding for the program had been made available to the VA, only 350 employer applications had been received. In the four-week period ending January 3, 1984 about 1,200 applications were received, and twice that amount was submitted in the next four-week period. The rate of employer submissions increased to a peak in the four-week period ending March 26, 1984, with about 3,600 submissions. This peak period occurred about eight weeks after the peak period for veteran application submissions.

As with the processing of veteran applications, processing of employer applications initially lagged significantly behind the rate of submissions. In the period ending December 5, 1983, about 57 percent of the applications submitted had been processed. Over time the processing rate has steadily increased.

Exhibit 1-3

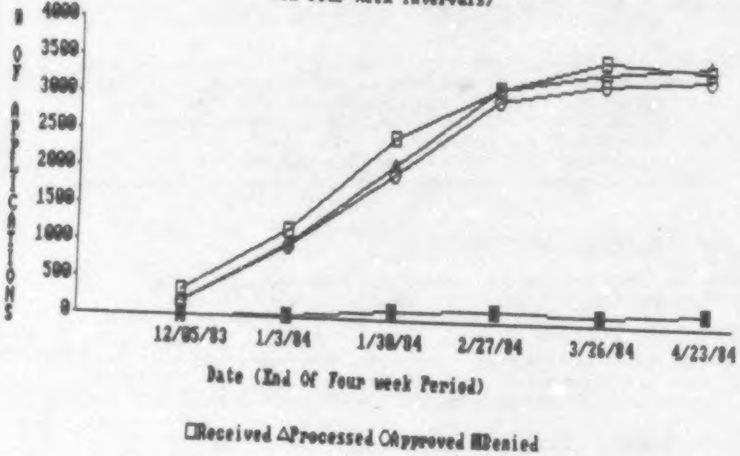
TRENDS IN EMPLOYER APPLICATION RATES

Date (in Four Week Intervals)	Applications Received Since Prior Period	Applications Processed	Applications Approved (%)	Applications Denied (%)	Job Slots Approved	Veterans Employed
12/05/83	349	199	190 (95%)	9 (5%)	322	—
01/02/84	1,215	1,010	975 (97%)	35 (3%)	2,145	87
01/30/84	2,487	2,117	1,988 (94%)	129 (6%)	4,189	334
02/27/84	3,164	3,186	3,027 (95%)	159 (5%)	6,065	796
03/26/84	3,590	3,429	3,280 (96%)	149 (4%)	7,395	1,289
04/23/84	3,476	3,552	3,357 (95%)	195 (5%)	8,021	1,815
Cumulative Total	14,281	13,493	12,817 (95%)	676 (5%)	28,137	4,321

Source: Data are taken from hand tabulations (DVB Workload Report) submitted weekly by VA Field Stations to Regional Offices and to VA Headquarters.

Exhibit 1-4

Employer Application Rates
(In Four Week Intervals)



Source: DVB Workload Reports compiled from manual tabulations submitted by VA Field Offices.

At the end of the peak period for employer application submissions ending March 26, 1984, about 92 percent of the applications received since the beginning of the program had been processed. As of April 23, 1984, 94 percent of the applications received had been processed.

The rate of approval of employer applications has been much higher than that for veteran applications. Between 94 and 97 percent of the employer applications processed each period have been approved. About 12,800 employer applications had been approved as of April 23, 1984. Another approximately 700 applications were denied and about 800 had not yet been processed. The 12,800 approved employer applications represented about 28,100 potential training slots, or an average of about 2.2 training slots per approved employer application.[1]

3. Veteran Participation Rates

Exhibit 1-5 presents graphically the cumulative totals of veterans participating in training programs in four-week intervals. The data on which this exhibit is based are presented in tabular form in Exhibit 1-3 under the heading titled "Veterans Employed." As this exhibit reflects, the rate of veteran participation was initially low, but has increased steadily during each of the four-week periods through April 23, 1984.

4. Composite Program Trends

Exhibit 1-6 presents a composite graph of program trends in rates of veterans certified, employers approved, and veterans participating. This exhibit brings together data previously presented in Exhibit 1-2, Exhibit 1-4, and Exhibit 1-5. In order to provide a composite illustration, the scale for certified veterans is one-tenth of the actual levels whereas the scale for approved employers and participating veterans corresponds to actual levels.

As shown, the rate of veteran certification took off rapidly at the onset of the program and increased steadily until about the end of January, at which point the rate of certification began to level off. The rate of employer approval lagged

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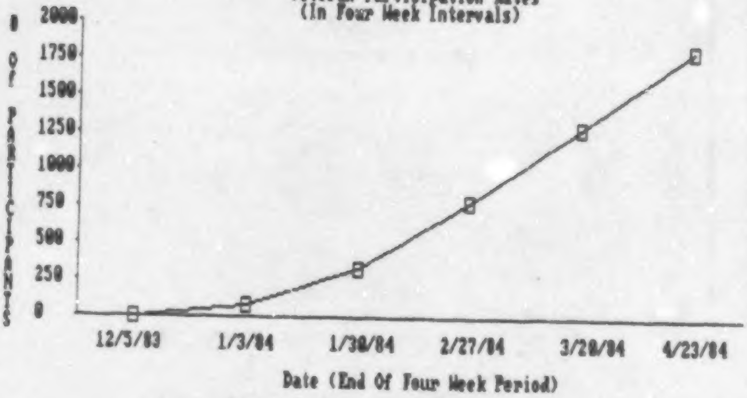
[1] Experience to date indicates that about one-third of approved employers enter participation and that the typical participating employer hires one veteran. While these participation rates and employment levels may be expected to increase somewhat over the life of the program, data on number of approved employers and number of job slots available should be interpreted cautiously in light of experience to date.

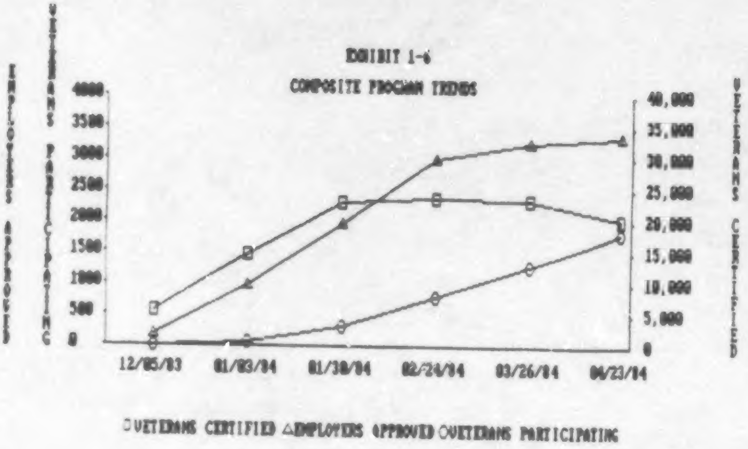
Exhibit 1-5
Veteran Participation Rates
(In Four Week Intervals)



Source: DVB Workload Reports compiled from manual tabulations submitted by VA Field Offices.

EXHIBIT 1-6

COMPOSITE PROGRAM TRENDS



Source: DVB Workload Reports compiled from manual tabulations submitted by VA Field Offices.

somewhat behind the veteran certification rate, reflecting an apparent initial hesitation on the part of employers to apply for the program. The rate of employer approval appears to have leveled off in late February.

The veteran participation rate increased steadily during each of the four-week periods. The low rate of veteran participation in training programs during the early months of the program may be attributed, in part, to the initial lag in employer interest and, in part, to the additional time lag inherent because of the need to match certified veterans with approved employers.

1.5 Progress Towards Goals

The VA had projected that by the end of Fiscal Year 1984, 125,000 veteran applicants would be certified for participation in the program. As of April 23, 1984, or after approximately 56 percent of the fiscal year has passed, this goal is about 89 percent toward completion. About 14,000 job training programs were projected to be approved by the end of Fiscal Year 1984. As of April 23, 1984, this goal has been 92 percent achieved. Finally, it was projected that about 20,000 veterans would be participating in training under the program by the end of the fiscal year. This goal has been 22 percent met as of April 23, 1984.

REPORT FORMAT

The basic content and purpose of each chapter are as follows:

- CHAPTER 1 - INTRODUCTION AND BACKGROUND - (this chapter)
- CHAPTER 2 - CHARACTERISTICS OF CERTIFIED AND PARTICIPATING VETERANS - describes the characteristics of the veterans who have been certified as eligible for the program and compares them with the subset of eligibles who are participants (in training).
- CHAPTER 3 - CHARACTERISTICS OF VETERAN PARTICIPANTS - provides more detailed information on participants and their training programs. This chapter also contains data on participants who have terminated from the program.
- CHAPTER 4 - CHARACTERISTICS OF APPROVED EMPLOYERS - describes the characteristics of approved employers and their training programs.
- APPENDIX A - DATA SOURCES - describes source data files and the sample of approved employer application forms.
- APPENDIX B - MAP OF VA REGIONS - map of the United States showing the East, Central and Western VA Regions.

CHAPTER 2

CHARACTERISTICS OF CERTIFIED VETERANS

This chapter provides an examination of the characteristics of veterans who have been determined by the VA to be eligible for participation in the job training program (i.e., certified veterans). As of April 16, 1984, a total of 101,573 veterans had been certified for participation in the program.[1]

As shown in Exhibit 2-1, most veterans certified for program participation have not participated in a program. These 97,723 veterans are shown as "Nonparticipants" in Exhibit 2-1 and represent about 96 percent of all certified veterans. Only about four percent of all certified veterans, or 3,850 veterans, have participated in a training program (participants).

On a regional basis[2], the ratios of nonparticipants and participants to certified veterans remain fairly constant (see Exhibit 2-1). The Western Region (Region 3) has a slightly higher rate of program participation than the U.S. as a whole, with about five percent of all certified veterans participating in a program. The Eastern and Central Regions (Regions 1 and 2, respectively) each recorded about three percent of all certified veterans as program participants. Regional variations in the status of certified veterans is discussed in greater detail below. Subsequent subsections address the sex, education, percent disability, length of entitlement and other characteristics of certified veterans.

REGIONAL DISTRIBUTION

As indicated above, a total of 101,573 veterans have been certified for participation under the Act. The regional distribution of these certified veterans is shown in

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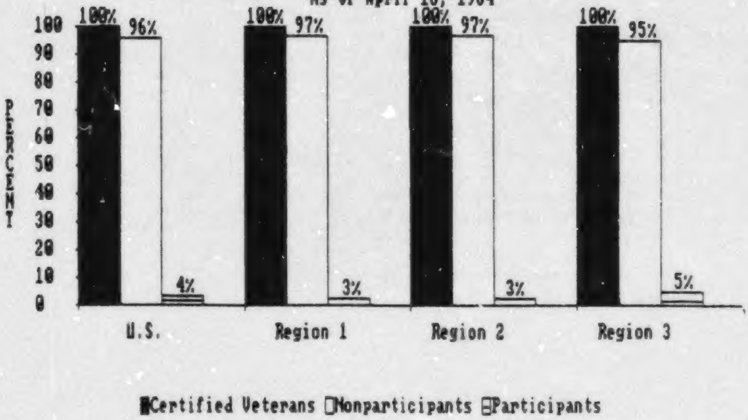
[1] Information included in this chapter on the certified veteran population was taken from the Target Management Information System, Department of Veterans Benefits, Veterans Administration. The figures provided through this automated information system differ slightly from the manually tallied data presented earlier in Chapter 1 because of differences in timing of processing, and thus direct comparison is not meaningful.

[2] See Appendix B for map showing VA regions.

Exhibit 2-1

Certified Veterans By
Participation Type And Region
As Of April 16, 1984



Total Certified Veterans = 101,573

Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 2-2 in comparison with the distribution of the total Korean and Vietnam veteran population (approximately 12.9 million persons). About 40 percent of the total certified veteran population (or 40,365 out of 101,573 veterans) are located in the Central portion of the U.S. (Region 2); 29 percent (29,289 certified veterans) are from the East (Region 1) and 31 percent (31,199 certified veterans) are from the West (Region 3). The distribution of certified veterans differs somewhat from that for the total Korean and Vietnam veteran population. For example, although the Eastern Region (Region 1) contains the largest share of all Korean and Vietnam veterans (37 percent), this region has the smallest portion of certified veterans (29 percent). The Central Region (Region 2) accounts for 35 percent of all Korean and Vietnam veterans and 40 percent of the veterans certified for the job training program. Similarly, the Western Region (Region 3) accounts for 28 percent of all Korean and Vietnam veterans and 31 percent of the certified veterans.

The regional distribution of certified veterans by participation status is displayed in Exhibit 2-3. As shown in this exhibit, the regional distribution of nonparticipants follows the same pattern as that for the certified veteran population as a whole. This is to be expected since, as discussed above, nonparticipants account for about 96 percent of the total certified population.

The largest percentage of program participants is in the West (Region 3) which has 43 percent of all participants or 1,660 out of 3,850 participants. Only 31 percent of the total certified population is located in the West. Thus, it appears that, initially, programs in the West have been implemented more rapidly than those in the other two regions.

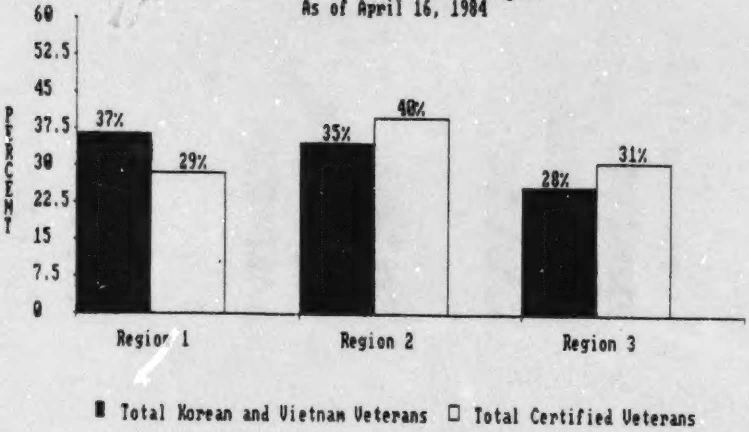
The Central Region (Region 2) has the largest share of certified veterans (40 percent of the total). This region has about 31 percent of the participants (or 1,196 out of 3,850 participants) in the program. The Eastern Region (Region 1) has about 29 percent of the certified population and about 26 percent (994 participants) of the participating population.

SEX AND EDUCATION CHARACTERISTICS

The vast majority of veterans certified for the job training program are male (see Exhibit 2-4). About 98.5 percent of all certified veterans, or 100,080 out of 101,573 veterans, are male. A total of 1,484 females are certified as eligible to participate in the program. Although the participation status breakdowns of the two sexes are very similar, females have a slightly higher incidence of participation than males.

Exhibit 2-2

Total Korean and Vietnam Veteran Population
And Certified Veterans By Region
As of April 16, 1984



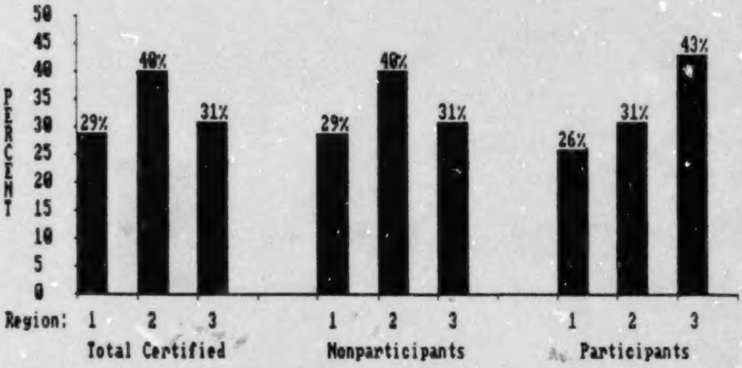
Total Korean and Vietnam Veterans in U.S. = 12,876,000

Total Certified Veterans = 101,573

Sources: Target Management Information System
(as of April 16, 1984), Department of
Veterans Benefits, Veterans Administration;
and Office of Reports and Statistics,
"Veteran Population, September 30, 1983,"
Veterans Administration, December, 1983.

Exhibit 2-3

Certified Veterans, Participants
And Nonparticipants By Region
As Of April 16, 1984



Total Certified Veterans = 101,573

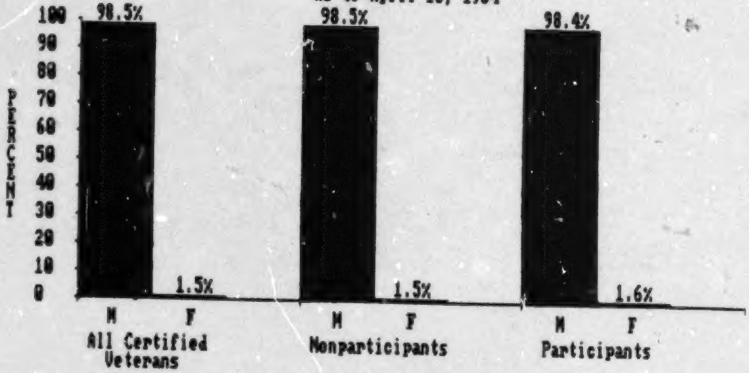
Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 2-4

Certified Veterans By Sex
And Participation Status
As Of April 16, 1984



Total Certified Veterans = 101,573

Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Most certified veterans have at least a high school education. As displayed in Exhibit 2-5, 87 percent of all certified veterans (for whom education data are available) are at least high school graduates; 32 percent have some education beyond high school. Only 13 percent are not high school graduates. Veterans participating in a program are somewhat better educated than the nonparticipant population. About 90 percent of the participating veterans (for whom data are available) have at least completed high school; 39 percent have received some schooling beyond high school. The mean years of education of participants is 12.7 years, compared to 12.5 years for all certified veterans and 12.4 years for the nonparticipating certified population.

Female veterans are generally better educated than male veterans. As illustrated in Exhibit 2-6, 53 percent of the certified female veteran population has education beyond high school versus 32 percent of the certified male population. In addition, a greater proportion of certified females are high school graduates. Among the participants, 67 percent of the females have greater than high school educations, compared to 38 percent of the males. Although 10 percent of the participating males are not high school graduates, all participating females have completed at least a high school education.

DISABILITY AND ENTITLEMENT CHARACTERISTICS

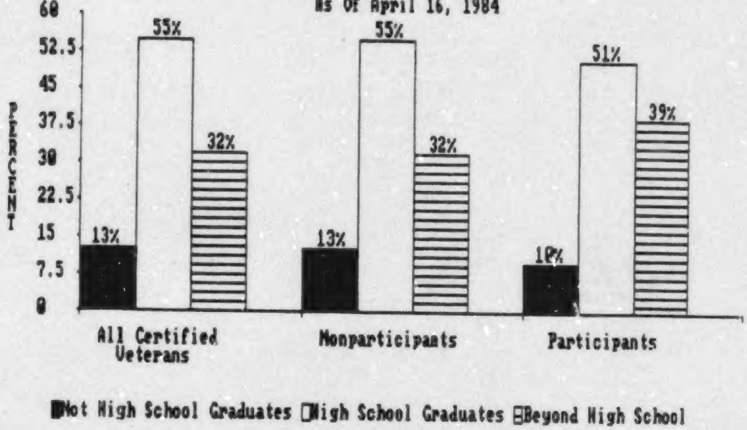
Under Public Law 98-77, the maximum training period for which assistance may be provided (the length of entitlement) is 15 months for a veteran with a service-connected disability rated at 30 percent or more, or for a veteran with a service-connected disability rated at 10 or 20 percent who also has been determined (under Section 1506 of Title 38, U.S.C.) to have a serious employment handicap. The maximum training period for which assistance may be provided to other certified veterans is nine months.

About 85 percent of all certified veterans have no service-connected disability and are thus entitled to assistance for a maximum of nine months (see Exhibit 2-7). About eight percent have 10 to 20 percent disability and seven percent have 30 percent or more disability. These distributions are essentially the same for both nonparticipants and participating veterans.

The length of entitlement of certified veterans is displayed in Exhibit 2-8. A comparison of this exhibit with Exhibit 2-7 shows that, as provided under the Act, those veterans with 30 percent or greater disability (who are entitled to assistance for 15 months of training) do appear to fall in the 15 month entitlement category. It also appears that none of the veterans

Exhibit 2-5

Certified Veterans By Education And Participation Status As Of April 16, 1984



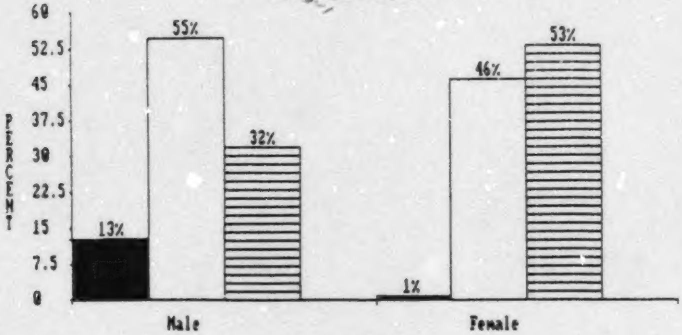
Total Certified Veterans = 99,387

Nonparticipants = 95,602 Participants = 3,785

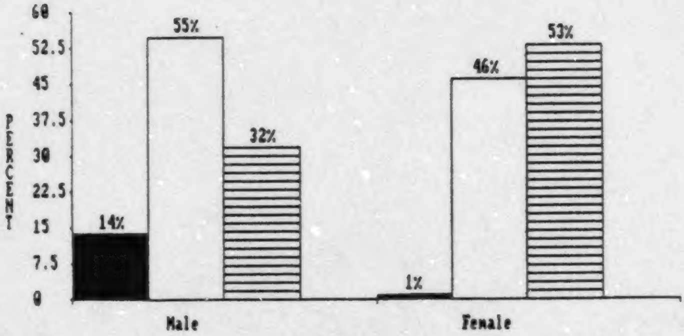
Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 2-6

Certified Veterans By Sex, Education
and Participation Status
As of April 16,1984



All Certified Veterans



Nonparticipants

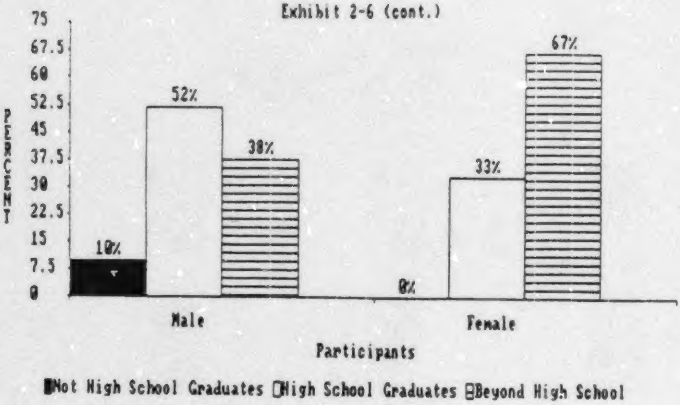
█Not High School Graduates ☐High School Graduates ▤Beyond High School

Total Certified Male = 97,946
Total Certified Female = 1,456

Nonparticipating Male = 94,221
Nonparticipating Female = 1,396

(Exhibit Continued On Next Page)

Exhibit 2-6 (cont.)



Total Certified Male = 97,946
Total Certified Female = 1,456

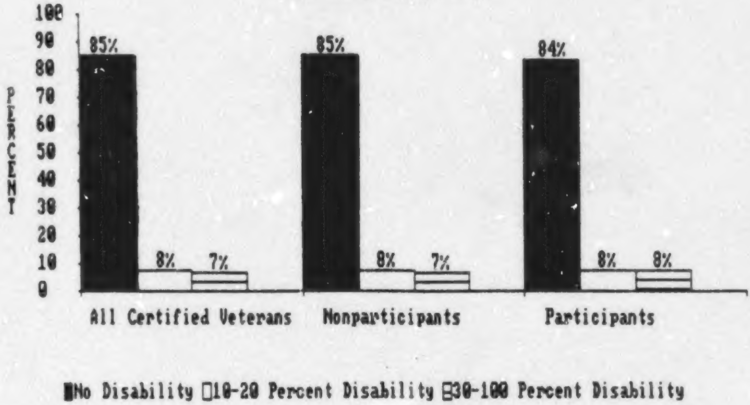
Nonparticipating Male = 94,221
Nonparticipating Female = 1,396

Participating Male = 3,725
Participating Female = 60

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 2-7

Certified Veterans By Percent Of
Disability and Participation Status
As of April 16, 1984



Total Certified Veterans = 101,573

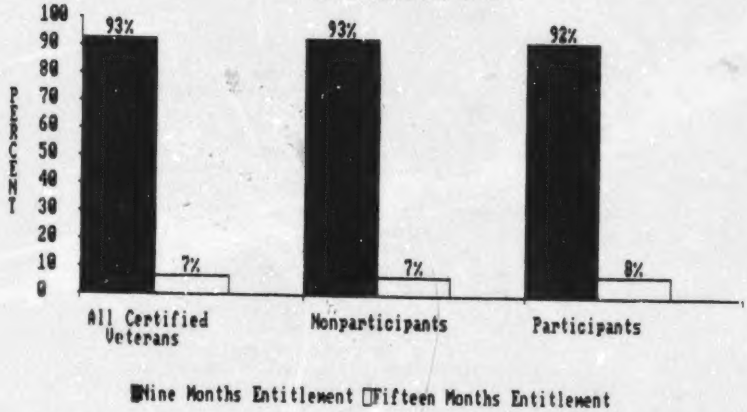
Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System
(as of April 16, 1984), Department of
Veterans Benefits, Veterans Administration.

Exhibit 2-6

Certified Veterans By Length Of
Entitlement and Participation Status
As of April 16, 1984



Total Certified Veterans = 101,573

Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

with a 10 percent to 20 percent disability have been determined additionally to have a serious employment handicap since all other certified veterans fall in the nine-month entitlement category (Exhibit 2-8).

LAST "SUBSTANTIAL" EMPLOYMENT

To be eligible for participation in a job training program under the Act, a veteran must have been unemployed for at least 15 of the 20 weeks preceding the date of application for program participation. In conjunction with the determination of eligibility based upon unemployment, the VA required veteran applicants to provide comprehensive information on their employment history. Based upon the employment history data provided by applicants, the VA determined the date of last "substantial" employment. This was defined as employment that lasted more than six months.[1]

Data on the number of months between the date of last substantial employment and the date of program application are displayed in Exhibit 2-9. As shown, about 53 percent of all certified veterans had not had substantial employment for over one year at the point of application. The mean period of time between last substantial employment and program application is 24 months for certified veterans. The median period of time between last substantial employment and program application is 14 months for this group. The difference between the mean and the median is attributable to a skewed distribution pattern involving a relatively small number of certified veterans who had not had substantial employment for an extremely long period of time.

Veterans who have participated in a training program exhibit a somewhat shorter time period between last substantial employment and program application. Nonetheless, about 44 percent had not had substantial employment for over one year at the point of application. The mean period of time between last substantial employment and program application is 19 months for participating veterans. The median period of time between last substantial employment and program application is 11 months for this group. As with the certified veterans, this difference between the mean and the median reflects a skewed distribution pattern.

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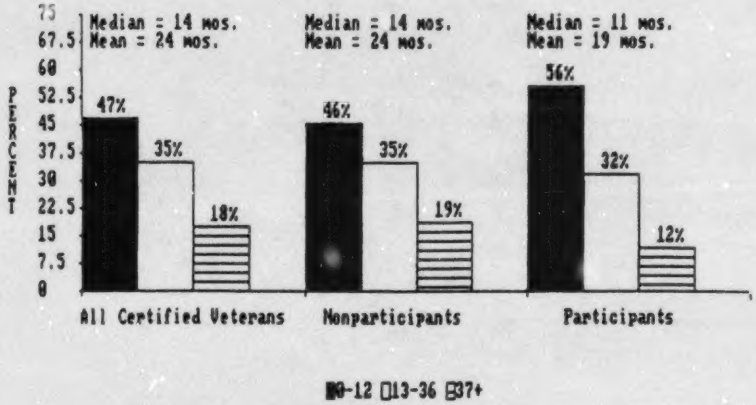
[1] Circular 20-83-25, Change 1, November 1, 1983, Department of Veterans Benefits, Veterans Administration, page 7.

Exhibit 2-9
Months Since Last Substantial
Employment By Participation Status
As Of April 16, 1984



Total Certified Veterans = 101,573

Nonparticipants = 97,723

Participants = 3,850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

SUMMARY

As of April 16, 1984, a total of 101,573 veterans were certified for participation under the terms of the Act. About 96 percent of these have not participated in a training program. The remaining four percent (3,850 veterans) are currently participating or have participated in a training program.

The regional distribution of certified veterans varies somewhat from that of the total Korean and Vietnam veteran population (approximately 12.9 million persons). The certified veteran population is more heavily represented in the Central and Western Regions and less heavily represented in the East than is the total Korean and Vietnam veteran population. The largest percentage of program participants is in the West (43 percent) followed by the Central Region (31 percent) and the East (26 percent).

Most certified veterans are male, but females have a slightly higher incidence of program participation than males. A total of 3,789 males and 61 females have participated in a training program.

Most certified veterans have at least a high school education. The mean years of education for all certified veterans is 12.5 years. Veterans participating in a program are somewhat better educated than the certified veteran population, with a mean education of 12.7 years. Female veterans are generally better educated than male veterans.

Most certified and participating veterans (about 85 percent) have no service-connected disability and are thus entitled to assistance for a maximum period of nine months. About eight percent have 10 to 20 percent disability and seven percent have 30 percent or more disability.

The median period of time since last substantial employment is 14 months for certified veterans. For participating veterans, the median period of time since last substantial employment is 11 months.

CHAPTER 3

CHARACTERISTICS OF PARTICIPATING VETERANS

This chapter discusses the 3,850 veterans who are currently (as of April 16, 1984) participating in or have participated in a training program. Included are discussions of the characteristics of participating veterans, including branch, months and period of service; age; and education. In addition, the training programs and occupations of the participating veterans are described. Finally, a discussion is provided of veterans who have participated but are no longer associated with a training program.

CHARACTERISTICS OF VETERAN PARTICIPANTS

The following subsections describe the characteristics of the 3,850 training program participants. Although the variations are many, the typical participant is male, aged 38 years, with approximately 13 years of education. All branches of the military services are represented, but the greatest number of participants served in the Army. The majority of the participants served during the Vietnam era and most served for periods under four years in duration.

1. Age, Sex and Education

Most veterans participating in a training program are under the age of 40. As shown in Exhibit 3-1, 63 percent of the participants are aged 30 to 39 and about nine percent are under the age of 30. The remaining participants are primarily between the ages of 40 and 59; only about one percent are over 60 years of age. The mean age of participating veterans is 38 years.

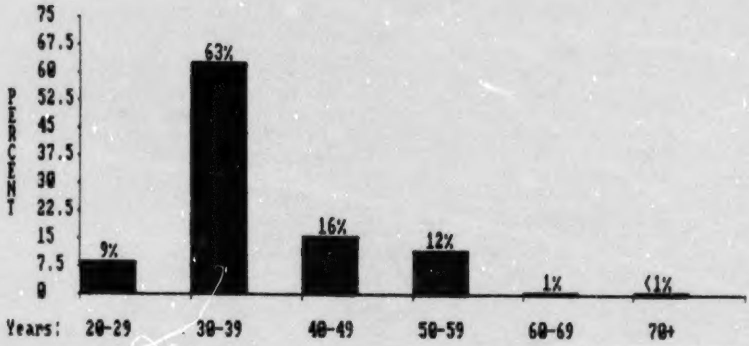
The sex and education of participating veterans was discussed in Chapter 2 along with the characteristics of the certified veteran population. In brief review, participating veterans are primarily male (98.4 percent, see Exhibit 2-4 in Chapter 2). Only about 1.6 percent of all participants are female. The mean education of participating veterans is 12.7 years. About 90 percent of the participating veterans have a high school education or better; 39 percent have received some education beyond high school (see Exhibit 2-5 in Chapter 2).

2. Military Service

To be eligible for participation in a training program, veterans must have been in one of the military services during

Exhibit 3-1

Age Of Participating Veterans In 1984



Total Participants = 3,461

Source: Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

either the Korean Conflict or the Vietnam era. As shown in Exhibit 3-2, most (88 percent) participating veterans served during the Vietnam era. About nine percent served during the Korean Conflict and three percent were in service during both periods. Not shown in Exhibit 3-2 are about four percent of participating veterans for whom data do not indicate service in either the Korean or the Vietnam periods. The information presented in this report on period of service was based upon the BIRLS data base (see Appendix A). Analysis of data from this source was susceptible to the relatively high rates of incomplete information regarding enlistment and discharge dates. Therefore, it is safer to assume that those participating veterans without apparent Korean conflict or Vietnam era service actually have eligibility which is not reflected in BIRLS than to assume that these individuals do not meet the program eligibility criterion based upon period of service.

Over half (51 percent) of all participating veterans served in the Army (see Exhibit 3-3). About 19 percent and 18 percent served in the Navy and Air Force, respectively, and 12 percent were with the Marine Corps. Only about one percent served with the Coast Guard, and less than one percent were in the Public Health Service.

As displayed in Exhibit 3-4, most participants (74 percent) were in the service for under four years. The mean period of service was 4.6 years. Eight percent had served in the military for over 10 years.

CHARACTERISTICS OF ACTIVE TRAINING PROGRAMS

As of April 16, 1984, a total of 3,850 veterans have been placed in training programs provided by 3,081 employers approved by the VA. The following subsections describe the characteristics of these training programs.

1. Occupational Categories

The 3,850 veterans who participated in a job training program, as of April 16, 1984, were placed in a variety of occupations. Exhibit 3-5 displays the number and percentage of veterans employed in the nine major occupational groupings as categorized and defined in the Dictionary of Occupational Titles.[1] Over two-thirds of all participating veterans were placed in positions in one of three occupational categories: 1) Machine Trades (26 percent); 2) Structural Work (22 percent); and

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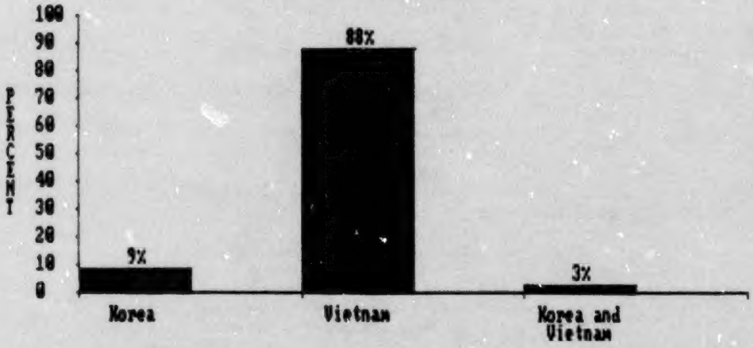
[1] Employment and Training Administration, Dictionary of Occupational Titles, U.S. Department of Labor, Fourth Edition, 1977.

Exhibit 3-2

Period Of Military Service Of
Participating Veterans
As Of April 30, 1984

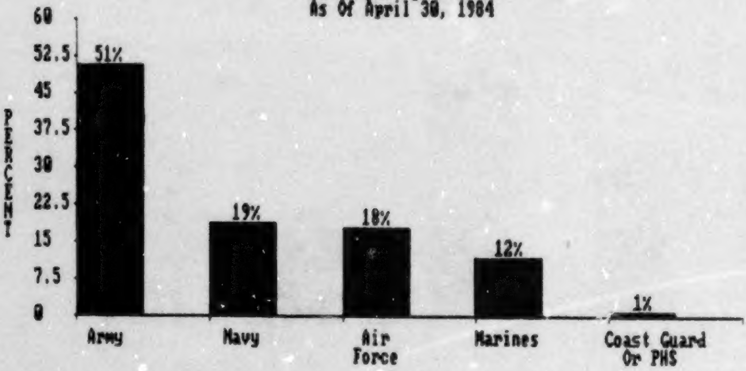


Total Participants = 3,287

Source: Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-3

Branch Of Military Service of Participating Veterans As Of April 30, 1984

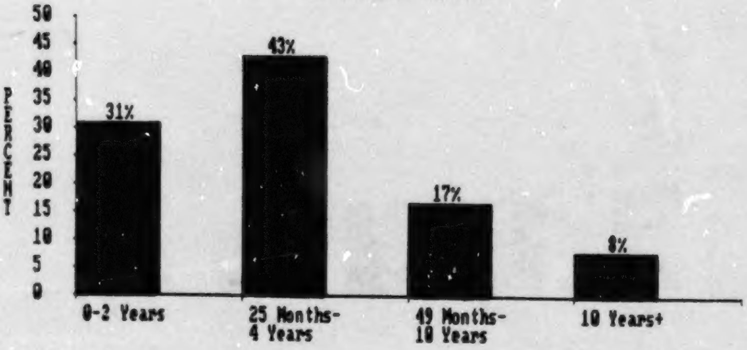


Total Participants = 2,961

Source: Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-4

Length Of Military Service Of Participating Veterans As Of April 30, 1984



Total Participants = 3,285

Source: Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-5

OCCUPATIONAL CATEGORIES IN WHICH PARTICIPATING VETERANS HAVE BEEN EMPLOYED AS OF APRIL 16, 1984

Occupational Category[1]	Number Employed	Percent
Machine Trades	1,004	26
Structural Work	831	22
Professional, Technical and Managerial	778	20
Clerical and Sales	457	12
Benchwork	280	7
Service	214	6
Miscellaneous	130	3
Processing	128	3
Agricultural, Fishery, Forestry, and Related	28	1
Total	3,850	100

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[1] Based on first digit of codes in the Dictionary of Occupational Titles, U.S. Department of Labor, Employment and Training Administration, Fourth Edition, 1977.

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

3) Professional, Technical and Managerial (20 percent). Clerical and Sales Occupations account for about 12 percent of the positions and Benchwork accounts for about seven percent of the jobs. The remaining categories (Service; Miscellaneous; Processing; and Agriculture, Fishery, Forestry) combined make up the remaining 13 percent of occupational types in which participating veterans have been placed.

The Machine Trades category is the largest single occupational grouping in which veterans have been employed. Over 1,000 veterans (26 percent) have been placed in positions in this category. A total of 522 veterans (14 percent) have been employed as machinery repairers, particularly as motorized vehicle and engineering equipment mechanics and repairers. Other popular machine trade job categories include engine, power transmission and related mechanics; business and commercial machine repairers; utilities service mechanics and repairers; and miscellaneous occupations in machine installation and repair.

About 22 percent, or 831, of the veterans participating in a job training program have been employed in the Structural Work occupational category. Many of these jobs (273) are included in construction occupations not elsewhere classified, particularly carpenters, plumbers, gas fitters, and steam fitters or related occupations. Electrical assembling, installing and repairing occupations provided jobs to 187 veterans, and 150 veterans were employed in metal fabricating.

The Professional, Technical and Managerial major occupational category covered about 20 percent or 778 veteran training positions. The most popular subcategory in this grouping (333 jobs) was managers and officials not elsewhere classified, with most jobs falling in the wholesale and retail trade management, service industry management, and miscellaneous management areas. Occupations in administrative specializations such as accountants and auditors, purchasing management, and sales and distribution management accounted for 146 training positions.

The Clerical and Sales major occupational category, accounting for 457 jobs or 12 percent of the total, included primarily computing and account-recording occupations, production and stock clerks, and commodity sales occupations. Benchwork occupations, accounting for 280 jobs or seven percent of the total, were concentrated in fabrication and repair of metal products; electrical equipment; and textile, leather and related products. The six percent of jobs (or 214 positions) in the Service occupational category were primarily in food and beverage preparation and service positions or in protective service occupations.

2. Hourly Wages

All veterans participating in a job training program received at least $3.35 per hour, the current minimum wage rate. The average hourly wage received was $6.24. Exhibit 3-6 presents the distribution of hourly wages among participants. As shown, only about six percent of the participants earned between $3.35 and $3.99. About 47 percent earned between $5.00 and $6.99. Eight percent earned $10.00 or more per hour while participating in the training program.

Hourly wages received varies by the sex, percent disability, education and conflict era of service characteristics of participating veterans (see Exhibit 3-7). For example, participating male veterans earned an average of $6.25 per hour while female veterans received $5.69.

For the percent disability characteristic, the highest average hourly wage ($6.36) was paid to veterans with 10 to 20 percent disability. Veterans with no disability received a slightly lower average hourly wage ($6.26). Those veterans with 30 percent or more disability received the lowest average hourly wage ($5.91).

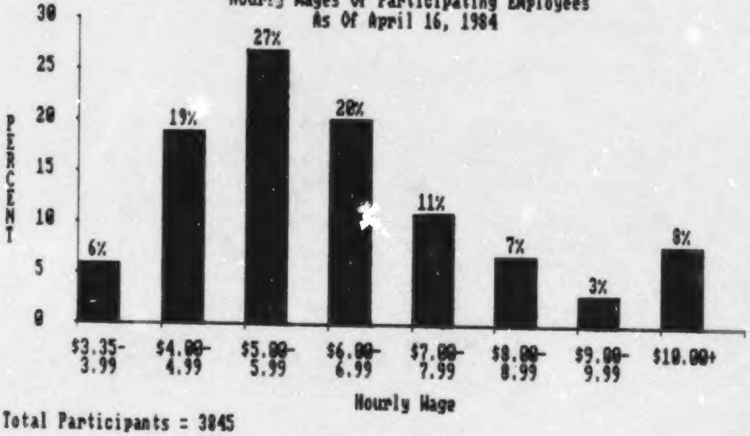
Hourly wages received increased with greater levels of education. Those who were not high school graduates made $5.76 an hour. High school graduates earned $5.97 hourly and those who have gone beyond high school were paid $6.74 an hour.

Korean veterans were paid more per hour ($6.32) than Vietnam era veterans ($6.15). Veterans of both conflicts were paid $6.19 an hour on average.

3. Length of Training and Program Cost

Under the Act, assistance may be provided for a maximum period of training of 15 months (for veterans with certain service-connected disabilities) and for a maximum period of nine months in the case of any other veteran. Exhibit 3-8 presents data on the length, in months, of training programs for participating veterans, and the number of paid hours per week. As shown, most (80 percent) veterans are participating in training programs that are from seven to nine months in duration. The mean training period for all participants is 8.7 months. About 77 percent or 2,955 veterans are participating in training programs that are exactly nine months long, the maximum period allowed for most eligible veterans. About 17 percent are in program of less than nine months duration. About six percent of the participating veterans are in training programs of between nine and 15 months in length, that is, the period allowed for veterans with certain service-connected disabilities.

Exhibit 3-6
Hourly Wages Of Participating Employees
As Of April 16, 1984

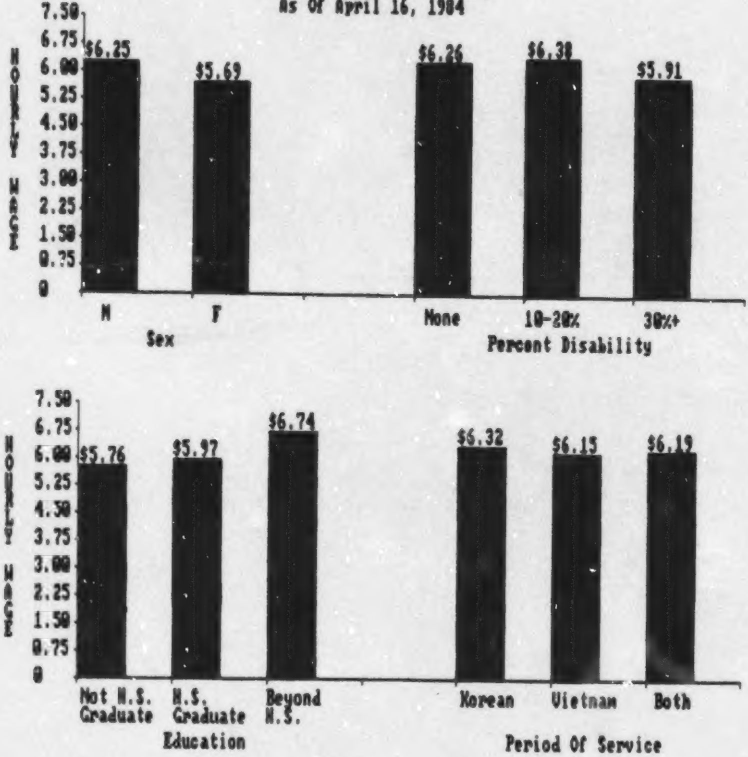


Total Participants = 3045

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 3-7

Hourly Wages By Sex, Disability, Education, And Period Of Service Of Participating Veterans As Of April 16, 1984

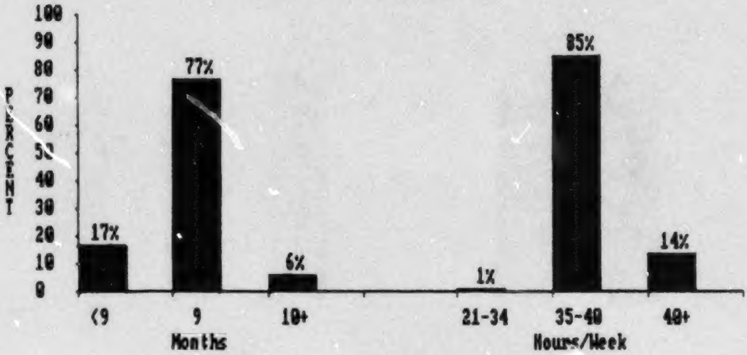


Total Participants = 3,842

Sources: Target Management Information System (As Of April 16, 1984), Department Of Veterans Benefits, Veterans Administration; and Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-8

Length Of Training Program Of Participating Veterans As Of April 16, 1984



Number of Participants = 3623

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

The hours per week spent in training (paid hours) shown in Exhibit 3-8 indicate that most participating veterans (85 percent) are in programs that are from 35 to 40 hours per week. About 14 percent are employed over 40 hours a week in training programs. About one percent are employed less than 35 hours per week but the majority of these are employed between 30 and 34 hours per week.

When a certified veteran becomes a participant, a cost projection is entered into the Target System for that veteran. The average cost projection for the 3,850 veterans who had initiated participation as of April 16, is $4,642. This amount is congruent with the 50 percent reimbursement level, the mean hourly wage of $6.24, and the mean program length of 1,491 hours. This cost projection represents an inflated estimate of direct training costs because it assumes that each veteran initiating participation will participate for the full length of the training program entered (i.e., it does not allow for dropouts, early completers, etc.). On the other hand, the training cost projection available from the Target System includes only estimated direct payments to employers and does not include any estimate of indirect costs required for program administration.

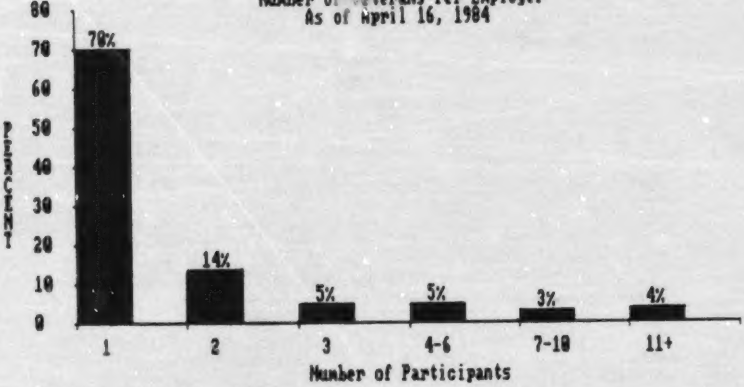
4. Number of Veterans Per Employer

The 3,850 veterans that have participated in a job training program as of April 16, 1984, have been employed by 3,081 employers, representing 1.2 veterans per employer. Most veterans participate in training programs in which they are the only veteran hired by a particular employer under the Act. The distribution of veterans per employer is shown in Exhibit 3-9. About 70 percent of all veterans (or 2,684 out of 3,850 veterans) participate in programs offered by employers who are providing training to one veteran only. About 30 percent (1,166 veterans) are in programs offered by employers who employ more than one veteran under the program. About 14 percent (532 veterans) are participating in a training program where an employer hires two veterans. Another 10 percent (402 veterans) are in programs with three to six veterans. In one case, an employer is providing training to 27 veterans under the program.

5. Program Start and End Periods

As discussed above, the mean period of training for all programs initiated prior to April 16, 1984, is 8.7 months. Most of these training periods began in 1984 and will terminate by the end of the calendar year. Exhibit 3-10 displays the distribution of program start and completion dates for participating veterans.

Exhibit 3-9
Number of Veterans Per Employer
As of April 16, 1984

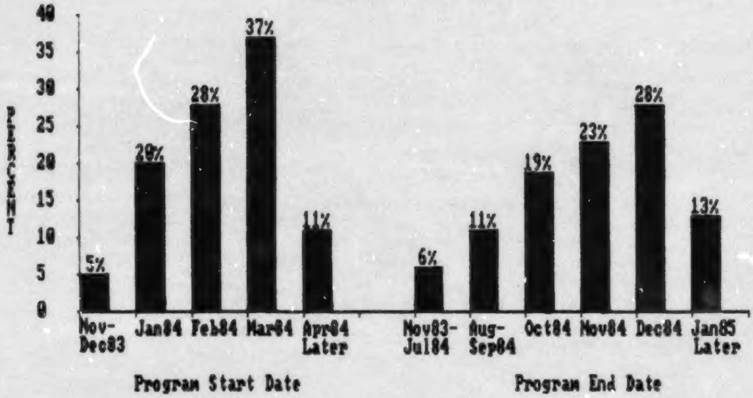


Number of Participants = 3850

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 3-10

Program Start And End Dates
As Of April 16, 1984



Total Participants = 3,845

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

As this exhibit illustrates, only about five percent of all participants began their training programs in 1983. The apparent rate drop in April, 1984 occurs because data are included only for the first half of the month.

Most currently active training programs will be completed by the end of the calendar year. Only 13 percent of the participating veterans who entered training prior to April 16, 1984, are scheduled to complete their training sometime in 1985; 87 percent will finish by the end of 1984. About six percent will have finished their training by the end of July, 1984.

PROGRAM TERMINEES

Of the 3,850 veterans who have participated in a training program as of April 16, 1984, 293 have "terminated" from the program. Reasons for termination from a training program fall into the following categories:

- successful completion of the training program
- unsatisfactory performance
- other

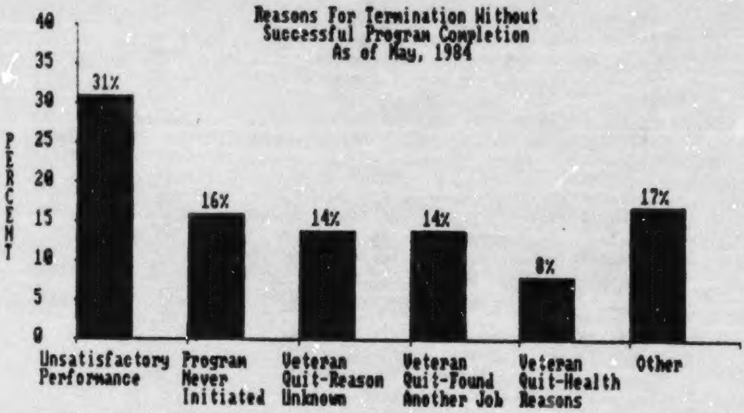
This section describes the characteristics of program terminees and compares them with active program participants.

1. Reasons for Termination

As indicated above, reasons for program termination fall into three categories: 1) successful completion of the training program, 2) unsatisfactory performance, and 3) other. Data are available on the reasons for termination for 237 or 81 percent of the terminees as of April 16, 1983. Only two of these had successfully completed a training program, not surprising given that the average length of a training program is 8.7 months.

About 31 percent were terminated for reasons of unsatisfactory performance (see Exhibit 3-11), including both unsatisfactory job skills and unsatisfactory work habits. About 16 percent of the terminees had not shown up on the job, had worked only one to five days before quitting, or had not participated because the employer dropped the program (shown as "program never initiated" in Exhibit 3-11). About 14 percent of the terminees had quit for reasons which were not reported; 14 percent found other jobs and eight percent quit for health-related reasons.

Exhibit 3-11



Reasons For Termination Without Successful Program Completion As of May, 1984

Total Terminees = 235

Source: Manual tally of data provided by participating employers on VA Form 22-8929, "Certification of Training", May, 1984.

2. Terminees by Region

The regional distribution of certified veterans, nonparticipants and participants in training programs was discussed in Chapter 2. Briefly, as of April 16, 1984, most active participants in a training program were in the West (Region 3).[1] As shown in Exhibit 3-12, 43 percent of the active participants were in this region, 31 percent were in the Central Region (Region 2) and 26 percent were in the East (Region 1).

Although the East accounts for 26 percent of the active participants, only 18 percent of the program terminees are from this region. In contrast, the West, with 43 percent of the active participants, has 49 percent of the terminees.

3. Age, Sex and Education

Exhibits 3-13 through 3-15 display age, sex and education characteristics of active participants and terminees. As shown in Exhibit 3-13, terminees are slightly younger than active participants. About 71 percent of active participants are under the age of 40 whereas about 74 percent of the terminees fall in this age category. The mean age of active participants in 1984 is 38.0 years; the mean age of terminees is 37.4 years.

Females have a slightly lower rate of program termination than males (see Exhibit 3-14). Although females account for about 1.6 percent of the active participants, they represent only 1.0 percent of the terminees.

Terminees include a slightly higher proportion of non-high school graduates than the active participant population. As shown in Exhibit 3-15, 91 percent of the active participants have at least a high school education, compared to 87 percent of the terminees. Similarly, 39 percent of the active participants have at least some education beyond high school, and 36 percent of the terminees have gone beyond high school. The mean years of school completed is 12.7 years for active participants and 12.6 years for terminees.

4. Percent Disability

Program terminees have proportionally higher disability rates than those of active participants. As illustrated in Exhibit 3-16, about 16 percent of all active participants have 10 percent or greater disability. Among terminees, 24 percent have at least

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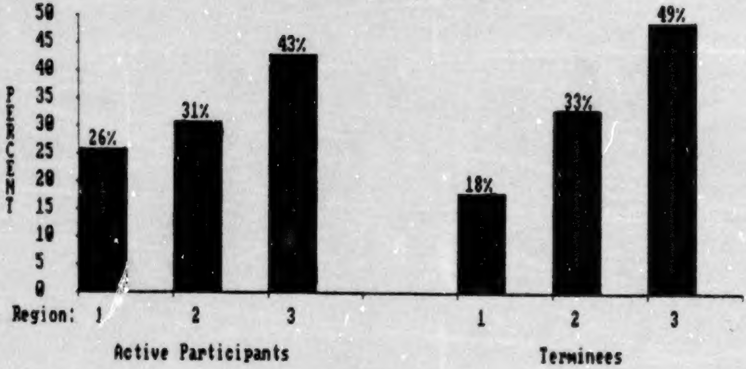
[1] See Appendix B for map showing regions.

Exhibit 3-12
Active Participants And Terminees By
Region As Of April 16, 1984

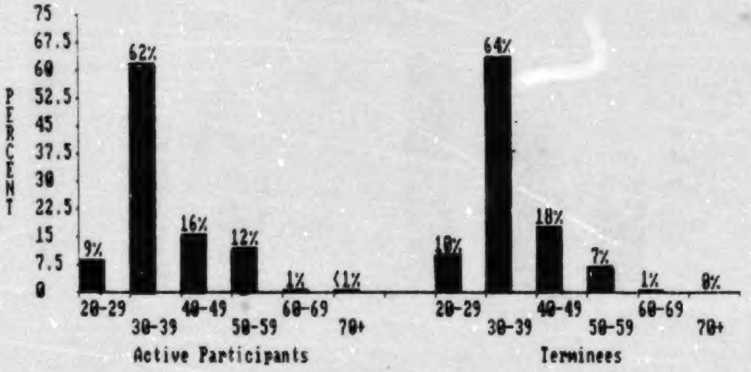


Active Participants = 3,557

Terminees = 293

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 3-13
Age Of Active Participants
And Terminees In 1984

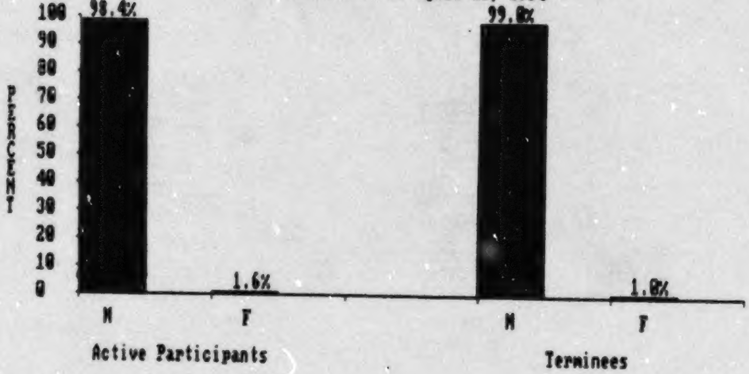


Active Participants = 3,189

Terminees = 272

Sources: Target Management Information System (As Of April 16, 1984), Department Of Veterans Benefits, Veterans Administration; and Beneficiary Identification And Record Locator Subsystem (As Of April 30, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-14
Sex Of Active Participants And
Terminees As Of April 16, 1984

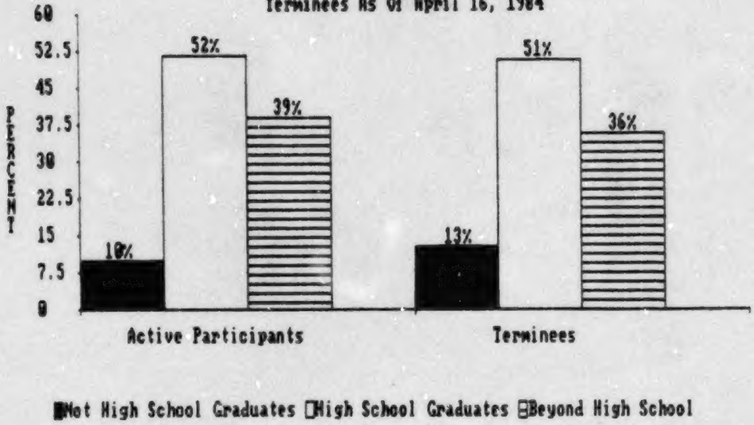


Active Participants = 3,557

Terminees = 293

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 3-15
Education Of Active Participants And Terminees As Of April 16, 1984



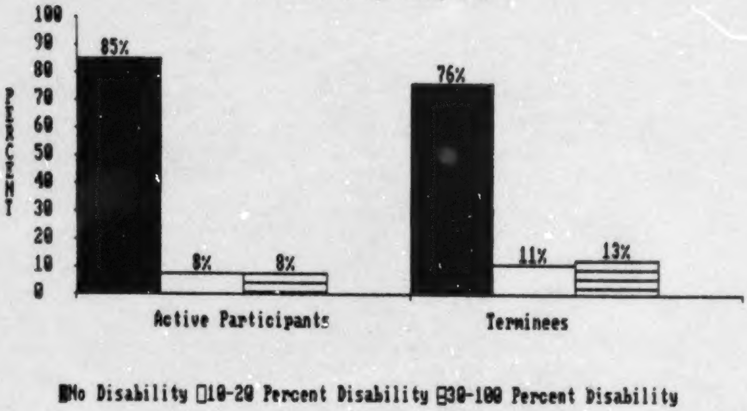
Active Participants = 3,495

Terminees = 290

Source: Target Management Information System (As Of April 16, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 3-16

Percent Disability Of Active Participants And Terminees As Of April 16, 1984



Active Participants = 3,557

Terminees = 293

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

10 percent disability. About eight percent of the active participants and 13 percent of the terminees are 30 percent or more disabled.

5. Last "Substantial" Employment

Data on the number of months between the last "substantial" employment and the date of application are displayed in Exhibit 3-17 for active participants and terminees. The percentage breakdowns are very similar for the two groups. About 89 percent of the active participants and 88 percent of the terminees had not had substantial employment for up to three years prior to their application for the program. The mean period of time between last substantial employment and program application was 19 months for active participants and 20 months for terminees. The median period of time between last substantial employment and program application was 11 months for both active participants and terminees.

SUMMARY

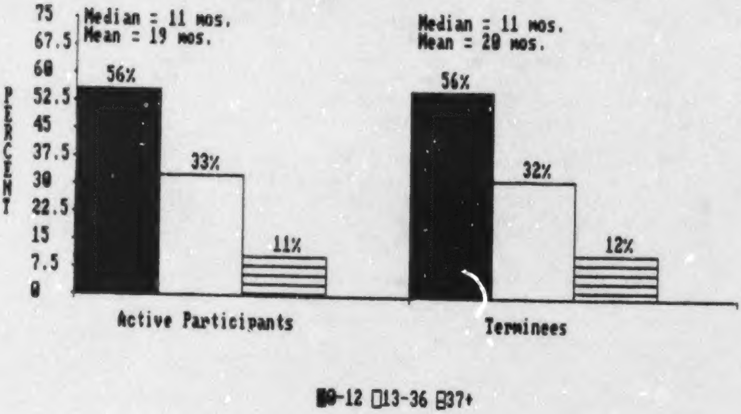
A total of 3,850 veterans have participated in a training program as of April 16, 1984. Most of these participants are male (98.4 percent) and under the age of 40. The mean age of participating veterans is 38 years and the mean education is 12.7 years. About 90 percent of the participating veterans have a high school education or better.

Most participating veterans (88 percent) served during the Vietnam era. About nine percent served during the Korean Conflict and three percent were in service during both periods. Over half (51 percent) served in the Army. Service in the Navy accounted for 19 percent of the participants, 18 percent served in the Air Force, and 12 percent were with the Marine Corps. Only about one percent served in the Coast Guard or the Public Health Service. Most served for under four years although the mean period of service was 4.6 years.

Over two-thirds of all participating veterans were placed in positions in one of the following occupational categories: Machine Trades; Structural Work; and Professional/Technical/Managerial. All veterans participating in a job training program received at least $3.35 an hour, the current minimum wage rate. The average hourly wate rate received was $6.24. Men earned about 10 percent more than women ($6.25 versus $5.69).

The mean training period for all participants is 8.7 months. About 77 percent are participating in training programs that are exactly nine months long, the maximum period allowed for most

Exhibit 3-17
Months Since Last Substantial
Employment For Active Participants
And Terminees As Of April 16, 1984



Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

eligible veterans. About 75 percent of the veterans with at least 30 percent disability are in programs exceeding nine months in length.

About 85 percent are in training programs that are from 35 to 40 hours per week. About 14 percent are in training over 40 hours per week. About one percent are in training less than 35 hours per week but the majority of these are in training between 30 and 34 hours per week. The mean program cost per veteran for Fiscal Year 1984 (based on amounts obligated for payment to employers) is approximately $4,642.

Most veterans participate in training programs in which they are the only veteran hired by a particular employer under the Act. The mean number of participating veterans per employer is 1.2. Most training programs began in 1984 and will be completed by the end of the calendar year.

About eight percent of the participating veterans have terminated from the program. About 31 percent of these were terminated for reasons of unsatisfactory performance and 16 percent were in programs that did not last or where participation did not last more than five days. About 14 percent quit for reasons unknown and another 14 percent found other employment. Eight percent quit the training program for health-related reasons.

Terminees are slightly younger than active participants (37.4 years versus 38.0 years) and slightly less educated (12.6 years versus 12.7 years). Females have a slightly lower rate of program termination than males. Terminees have proportionally higher disability rates than those of active participants. The median period of time between last substantial employment and program application was 11 months for both active participants and terminees.

CHAPTER 4

CHARACTERISTICS OF APPROVED EMPLOYERS

This chapter contains an examination of the characteristics of the employers with training programs approved under the Emergency Veterans' Job Training Program. In addition, the training programs of these approved employers are characterized.

CHARACTERISTICS OF APPROVED ORGANIZATIONS

As of April 16, 1984, a total of 9,483 employers had been approved to provide job training programs to veterans under the Act. Of these approved employers, 3,081 (or 32 percent) are participating employers and 6,402 (or 68 percent) are non-participating employers. This section discusses characteristics of these employers including regional distribution, number of employees, type of business, the number of approved training programs, and the involvement of the Department of Labor's Employment Service in helping employers to prepare their applications to the VA.

1. Regional Distribution of Approved Employers

The regional distribution[1] of approved employers is displayed in Exhibit 4-1 for all approved employers, nonparticipating employers and participating employers. As shown, about 36 percent of the approved employers are in the East (Region 1), 29 percent are in the Central Region (Region 2), and 35 percent are in the West (Region 3).

Although approximately 35 percent of the approved employers are in the West, 42 percent of the participating employers are in this region, suggesting that programs in the West have been initiated more rapidly than in the other regions. This also appeared to be the case with participating veterans, as discussed in Chapter 2. In contrast to the Western Region, the Eastern region has only 27 percent of the participating employers compared to 36 percent of the approved employers.

2. Number of Employees

The distribution of approved employers by size (number of employees) is displayed in Exhibit 4-2 based on a sample of about

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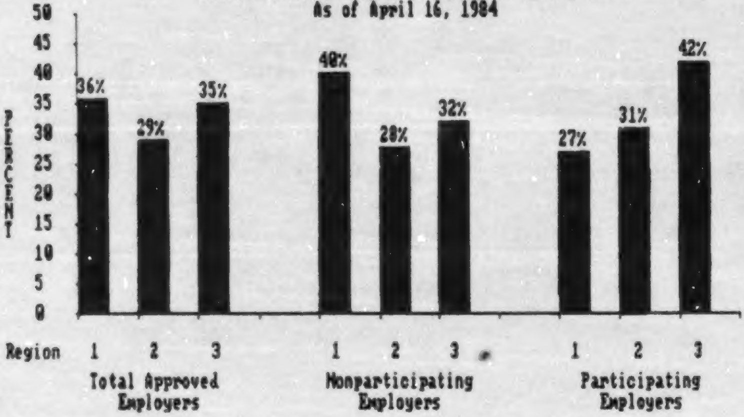
[1] See Appendix B for map of VA regions.

Exhibit 4-1

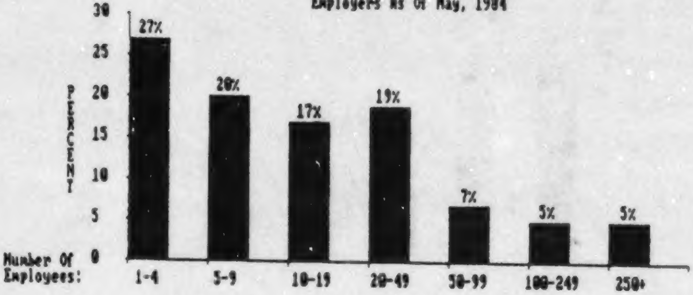
Distribution of Approved Employers by Region
As of April 16, 1984



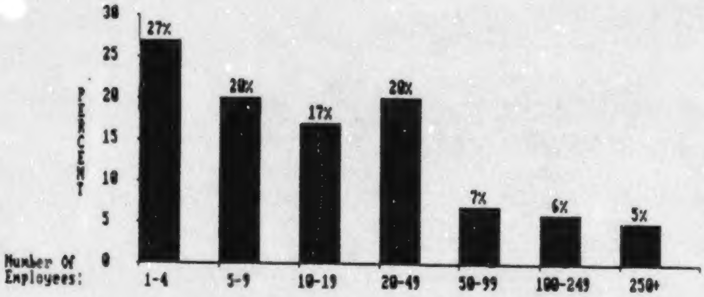
Total Approved Employers = 9483
Nonparticipating Employers = 6402
Participating Employers = 3081

Source: Target Management Information System (As Of April 16, 1984), Department Of Veterans Benefits, Veterans Administration.

Exhibit 4-2
Number Of Employees Of Approved Employers As Of May, 1984



All Approved Employers



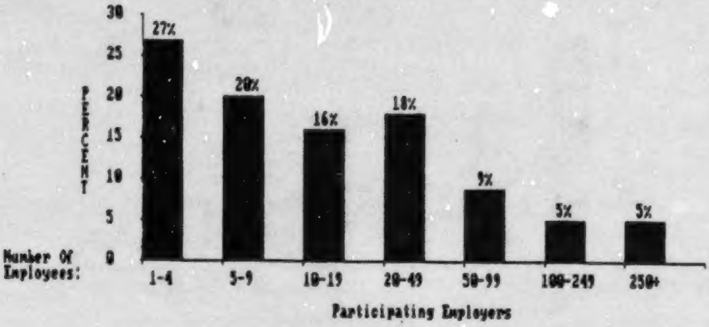
Nonparticipating Employers

Total Approved Employers = 931

Nonparticipating Employers = 605

(Exhibit Continued On Next Page)

Exhibit 4-2 (cont.)



Total Approved Employers = 931

Nonparticipating Employers = 605

Participating Employers = 326

Source: Data compiled from a sample of 946 out of 9,403 (10 Percent) approved applications as submitted on Employer's Applications for Approval of a Job Training Program, VA Form 22-8931, as of May, 1984.

10 percent of all approved employer applications. Exhibit 4-2 shows that the size distributions for participating and nonparticipating employers are very similar.

Despite the similarity of the size distributions for the two groups of employers, the mean number of employees for participating employers (52) is considerably smaller than the corresponding measure for nonparticipating employers (90). This difference appears to be attributable to the chance inclusion of three very large firms (large number of employees) among the nonparticipating employers. If the three large firms are removed from the nonparticipating employer group, the mean number of employees for this group (50) is comparable to the corresponding measure for participating employers (52).

3. Type of Business

A wide range in types of businesses is represented among approved employers. Exhibit 4-3 lists the distribution of approved employers by major industrial type based on the 10 percent sample of approved employers.

The categorization by industrial sector employed in Exhibit 4-3 is based upon the twelve basic divisions within the Standard Industrial Classification (SIC) coding system. As shown, about 85 percent of the employers are in one of four major sectors: services, manufacturing, retail trade and construction.

The services sector accounts for about 28 percent of the approved employers. Included in this broad category are automotive repair services (8 percent of the approved employers); miscellaneous repair services (8 percent); and business services (5 percent). Other business types included in the services sector are hotels and other lodging places, personal services, amusement and recreation services, health services, legal services, educational services, social services, membership organizations, and miscellaneous services.

The manufacturing sector accounts for about 27 percent of all approved employers. This category includes manufacturers of fabricated metal products other than machinery and transportation equipment (7 percent of all approved employers); manufacturers of lumber and wood products other than furniture (3 percent); and manufacturers of nonelectrical machinery (3 percent).

Within the retail trade sector (accounting for 16 percent of all approved employers), the predominant business types included are miscellaneous retail (5 percent of all approved employers),

Exhibit 4-3

TYPE OF BUSINESS
OF APPROVED EMPLOYERS
AS OF APRIL, 1984[1]

Type of Business[1]	Approved Employers (Percent)	Nonparticipating Employers (Percent)	Participating Employers (Percent)
Services	28	28	28
Manufacturing	27	27	27
Retail Trade	16	18	12
Construction	14	13	15
Transportation/ Communication/ Utilities	6	6	6
Wholesale Trade	4	4	4
Public Adminstration	2	2	2
Finance/Insurance/ Real Estate	2	1	2
Agriculture/Forestry/ Fishery	1	1	1
Mining	1 #	1 #	1 #
Total Number of Employers	946	617	329

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[1] Based on divisions set forth in the Standard Industrial Classification (SIC) Manual, Executive Office of Management and Budget, Statistical Policy Division, 1972.

# Totals do not add to 100 percent because of rounding error.

Source: Data compiled from a sample of 946 out of 9,483 (10 percent) approved applications as submitted on Employer's Applications for Approval of a Job Training Program, VA Form 22-8931, as of April, 1984.

automotive dealers and gasoline service stations (3 percent), and eating and drinking places (3 percent). Retail trade businesses account for only about 12 percent of the participating employers versus 18 percent of the nonparticipating employers.

Construction industries (representing 14 percent of all approved employers) consist primarily of special trade contractors (10 percent of all approved employers). The remaining sectors listed in Exhibit 4-3 each include six percent or less of the approved employers.

Since the data on SIC sectors were derived from the 10 percent sample of approved employers, the statistical significance of the differences between participating and nonparticipating employers was tested. These differences were found not to be statistically significant.

4. Number of Approved Training Programs

The 9,483 approved employers offered a total of at least 12,244 training programs[1], an average of 1.3 programs per employer. Exhibit 4-4 illustrates the percentage distribution of number of programs offered by approved employers and by participating and nonparticipating employers. As shown, about 85 percent of all approved employers offer one training program, nine percent offer two programs, and five percent offer three or four programs. Less than two percent of employers offer five or more training programs. The average number of training programs offered by participating and nonparticipating employers is virtually identical.

5. Involvement of the Employment Service in Application Preparation

The Department of Labor, through its Employment Service, is directly involved in the implementation of the Emergency Veterans' Job Training Program. The Employment Service can inform both veterans and employers of their opportunities for program participation. In addition, the Employment Service can play a role in facilitating the matching process which must take place between certified veterans and approved employers so that both may enter participant status.

The manual sample of employer application forms provided an opportunity to measure one dimension of Employment Service involvement under the Emergency Veterans Job Training Act. At

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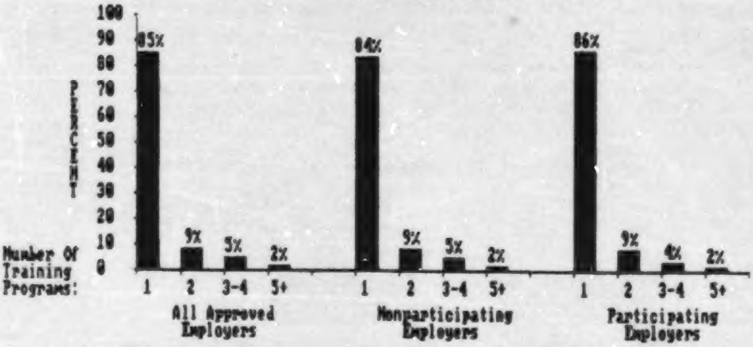
[1] Twenty-five employers offer "more than nine" programs, but the exact number of programs offered is not known.

Exhibit 4-4
Number Of Approved Training Programs
As Of April 16, 1984



Total Approved Employers = 9,483

Nonparticipating Employers = 6,402

Participating Employers = 3,081

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

the bottom of the application form, space is provided for entries to be made in the event that Employment Service staff members were involved in the preparation and submission of the employer application. Based upon this indication of Employment Service involvement, the ten percent sample of approved employer application forms reflected Employment Service involvement in over half (55 percent) of the application forms on file for approved employers (see Exhibit 4-5). This proportion differed only slightly for participating and nonparticipating employers and the difference was not statistically significant.

The lack of a statistically significant relationship between Employment Service involvement and employer participation seems to indicate that Employment Service involvement in the application process, taken by itself, has little or no relationship to the subsequent decision by an approved employer to enter participation. However, this measure does not address the potential role of the Employment Service in facilitating the matching process between veterans and employers. This role of the Employment Service in the matching process could more directly affect the decisions of veterans and employers regarding participation. Accordingly, this topic will be explored during subsequent phases of the contract evaluation.

CHARACTERISTICS OF APPROVED TRAINING PROGRAMS

The 12,000-plus training programs offered by the 9,483 approved employers are characterized in the following subsections by the occupational categories represented, hourly wages, the existence of new technological skills in training programs, and the involvement of educational organizations (other than the employer) in training.

1. Occupational Category

As indicated earlier, the 9,483 approved employers offer a total of at least 12,244 approved training programs, an average of 1.3 programs per employer. Data are available on the occupational categories for 12,219 of these programs (see Exhibit 4-6) by participation status of approved employers. As shown, four occupational categories[1] account for about 78 percent of all the approved training programs: machine trades; structural work; professional/technical/managerial; and clerical/sales.

The comparison of the occupational categories of the programs approved for participating and nonparticipating employers provided in Exhibit 4-6 reveals few differences between the two

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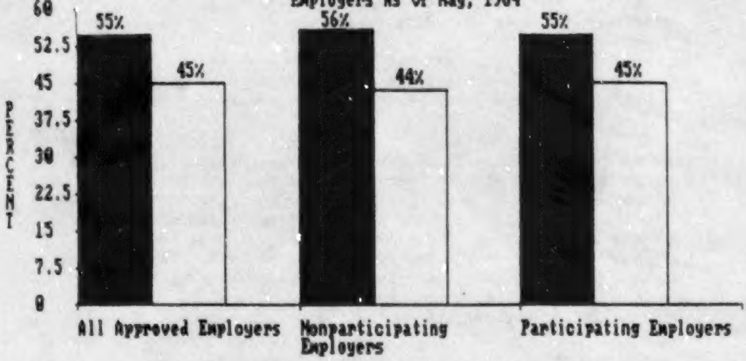
[1] These categories are the major divisions (one-digit) in the Dictionary of Occupational Titles.

Exhibit 4-5

Involvement Of Employment Service In Application Preparation By Approved Employers As Of May, 1984



■Employment Security Involvement ☐No Employment Security Involvement

Total Approved Employers = 946

Nonparticipating Employers = 617

Participating Employers = 329

Source: Data compiled from a sample of 946 out of 9,483 (10 Percent) approved applications as submitted on Employer's Applications for Approval of a Job Training Program, VA Form 22-8931, as of May, 1984.

Exhibit 4-6

OCCUPATIONAL CATEGORIES OF PROGRAMS APPROVED FOR PARTICIPATING AND NONPARTICIPATING EMPLOYERS AS OF APRIL 16, 1985

Occupational Category[1]	Total Programs (Percent)	Programs of Nonparticipating Employers (Percent)	Programs of Participating Employers (Percent)
Machine Trades	27	28	26
Structural Work	22	23	20
Professional/Technical/ Managerial	16	13	21
Clerical/Sales	13	12	13
Benchwork	7	7	7
Service	6	6	6
Miscellaneous	4	5	4
Processing	3	3	3
Agriculture/Fishery/ Forestry	1	1	1
	#	#	#
Total Programs for Which Data Are Available	2,219	8,317	3,902

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[1] Based on first digit of codes in Dictionary of Occupational Titles, U.S. Department of Labor, Employment and Training Administration, Fourth Edition, 1977.

# Totals do not add to 100 percent because of rounding error.

Source: Target Management Information System (as of April 16, 1985), Department of Veterans Benefits, Veterans Administration.

groups. The only major difference is in the professional/technical/managerial category which accounts for 21 percent of the programs offered by the participating employers and 13 percent of the programs offered by nonparticipating employers.

2. Hourly Wages

Exhibit 4-7 depicts the mean hourly wage for all approved training programs and for programs offered by participating and nonparticipating employers. As this exhibit reflects, the mean hourly wage of all approved programs (including both proposed programs and currently active programs) is $5.81.

Programs offered by participating employers have a mean hourly wage of $6.33, versus of mean of $5.56 for programs offered by nonparticipating employers. As discussed earlier in Chapter 3, the mean hourly wage of all currently active programs is $6.24. It is obvious from these differences in the mean hourly wages that the participating employers tend to offer higher hourly wages than the nonparticipating employers.

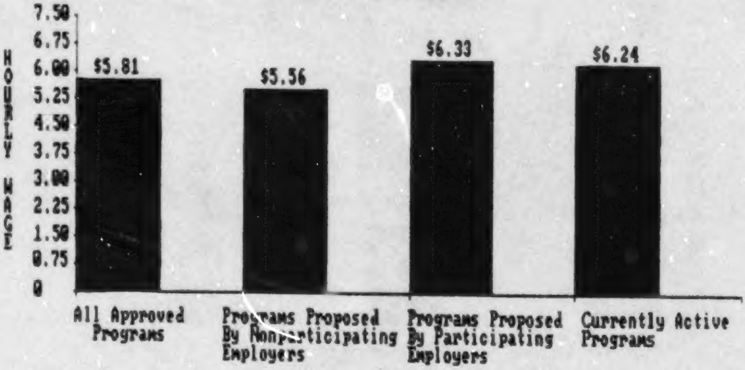
3. New Technological Skills

Under the Act, approved training programs must be in occupations in a growth industry, in an occupation requiring the use of new technological skills, or in an occupation in which demand for labor exceeds supply. Based on a 10 percent sample of approved employers, about 30 percent of the approved training programs involve new technological skills. As shown in Exhibit 4-8, based on this sample, a higher incidence of new technological skills are associated with programs offered by participating employers (37 percent) than by nonparticipating employers (27 percent). This difference achieves a high degree of statistical significance ($p<.001$). Thus, there is less than one chance in a thousand that the association observed in the sample between participating employers and new technological skills is a random characteristic of the sample rather than a systematic characteristic of the population from which the sample was drawn. Therefore, it is possible to conclude, with considerable confidence, that participating employers are more likely to offer jobs which involve new technological skills than are nonparticipating employers.

4. Involvement of Educational Organizations

Under the Act, an employer may enter into an agreement with educational institutions to participate in the training provided. Based upon the 10 percent sample of all approved employers, only about four percent of the programs offered involve participation by an educational organization (see Exhibit 4-9). About three percent of the programs offered by participating employers and five percent of those offered by nonparticipating employers have

Exhibit 4-7
Mean Hourly Wage Of Training Programs
As Of April 16, 1984



Total All Approved Programs = 12,219

Currently Active Programs = 3,842

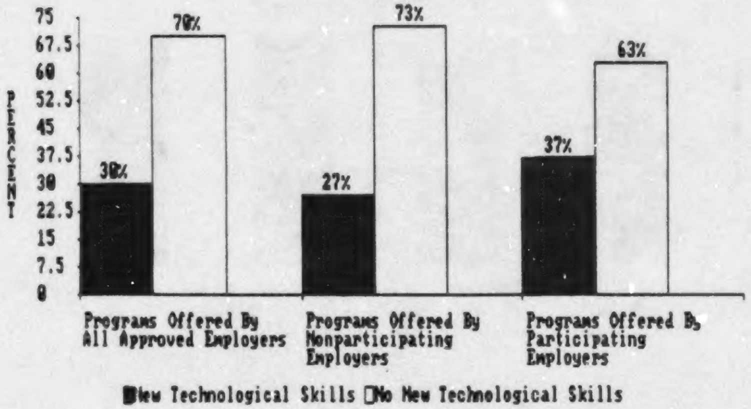
Programs Proposed By Nonparticipating Employers = 8,317

Programs Proposed By Participating Employers = 3,902

Source: Target Management Information System (as of April 16, 1984), Department of Veterans Benefits, Veterans Administration.

Exhibit 4-8

New Technological Skills In Programs
By Employer Participation Status
As Of May, 1984



Total Programs Offered By
All Approved Employers = 1,098

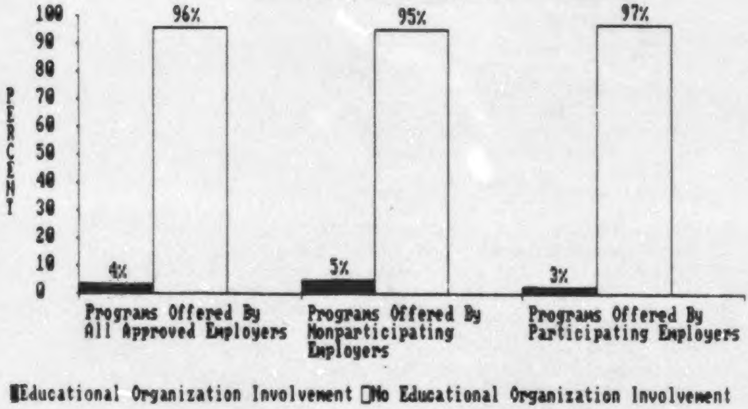
Programs Offered By
Nonparticipating Employers = 703

Programs Offered By
Participating Employers = 395

Source: Data compiled from a sample of 946 out of 9,483 (10 Percent) approved applications as submitted on Employer's Applications for Approval of a Job Training Program, VA Form 22-8931, as of May, 1984.

Exhibit 4-9

Involvement Of Educational Organizations
In Programs By Employer Participation
Status As Of May, 1984



Total Programs Offered By
All Approved Employers = 1,098

Programs Offered By
Nonparticipating Employers = 703

Programs Offered By
Participating Employers = 395

Source: Data compiled from a sample of 946 out of 9,483 (10 Percent) approved applications as submitted on Employer's Applications for Approval of a Job Training Program, VA Form 22-8931, as of May, 1984.

educational organization involvement. This difference in the sample does not approach statistical significance and, hence, no conclusions may be drawn regarding difference in the involvement of education organizations for participating and nonparticipating employers.

SUMMARY

As of April 16, 1984, 9,483 employers offering over 12,244 training programs had been approved for participation in the program. Of the total number of approved employers, approximately one-third had initiated participation in the program by expressing their intent to hire a veteran.

The geographic distribution of approved employers was fairly even, with slightly higher numbers of approved employers in the Eastern and Western Regions than in the Central Region. In the Western Region, the number of employers who had initiated participation was relatively high in proportion to that Region's share of the approved employer population. Conversely, the number of employers who had initiated participation in the Eastern Region was relatively low in proportion to that Region's share of the approved employer population. The level of employer participation in the Central Region was roughly equivalent to that Region's share of the employer population.

The employers approved for participation in the program came largely from the ranks of small businesses. The overwhelming majority of approved employers had less than 50 employees and over one-fourth of the approved employers had less than five employees. The types of business in which approved employers are engaged reflect a concentration in the services, manufacturing, retail trade, and construction industrial sectors. Participating employers reflect a similar profile with respect to their distribution by industrial sector except that the participating employer group includes a somewhat lower proportion of employing organizations from the retail trade sector.

Most approved employers offered only one training program, but a small proportion of the approved employers offered multiple training programs. The training programs offered were concentrated in the machine trades, structural work, professional/technical/managerial, and clerical/sales occupational categories. The occupational profile for training programs offered by participating employers is similar to the profile for all approved employers except that participating employers offered a higher proportion of programs in the professional/technical/managerial category.

The mean wage associated with the training programs offered by all approved employers is $5.81 per hour. However, the mean wage associated with the training programs offered by participating employers is $6.33 per hour. Further, for those training programs offered by participating employers in which training actually has been initiated, the mean wage is $6.24 per hour. Thus, it is clear that participating employers offer higher hourly wages than nonparticipating employerr.

Among the training programs offered by approved employers, slightly less than one-third involve new technological skills. For participating employers, the level of inclusion of new technological skills is over one-third, whereas for nonparticipating employers the level of inclusion of new technological skills is well below one-third. This finding is based upon a sample of approved employers. Statistical tests applied to these sample results indicate that the association between participation and new technological skills is, in fact, an underlying characteristic of the population and is not an artifact of the sampling process.

State Employment Service Agency staff were involved in the application process for slightly over one-half of the approved employers. Participating and non-participating employers reflect nearly identical levels of Employment Service involvement in the application process.

Educational organizations are involved in less than five percent of the training programs offered by approved employers. This same low level of involvement by educational organizations is reflected in the training programs offered by both participating and nonparticipating employers and there does not appear to be any meaningful difference between the two groups with respect to this characteristic.

APPENDIX A

DATA SOURCES

The data presented in this report are derived from four principal sources. These are:

- Manual Workload Reports maintained by the Department of Veterans Benefits, Veterans Administration;
- The Target Management Information System maintained by the Department of Veterans Benefits of the Veterans Administration in conjunction with the implementation of the Emergency Veterans' Job Training Program;
- The Beneficiary Identification and Record Locator Subsystem (BIRLS) maintained by the Department of Veterans Benefits of the Veterans Administration on an ongoing basis; and
- A ten percent sample of VA Forms 22-8931 (Employer's Application for Approval of a Job Training Program), selected from all employers approved for participation under the Act.

Data from the manual Workload Reports have been presented only in Chapter 1 of this report. Data from the Target System have been presented throughout Chapters 2, 3, and 4 and it is the Target System that has been the source of the vast majority of data presented in this report. The Target System data on veteran participants, presented in Chapter 3, have been augmented based upon the data available from BIRLS. Similarly, the Target System data on employers, presented in Chapter 4, have been augmented based upon the data available from the manual sample of approved employer application forms. Each of the four principal data sources is described in the sections which follow.

MANUAL WORKLOAD REPORTS

Time series data on veteran and employer applications have been derived from the Department of Veteran's Benefits (DVB) Workload Reports (RCS 20-6), Form 20-8811. These reports are prepared and issued weekly based upon manual reports compiled in each of the relevant 57 Regional Offices of the Veterans Administration. The data then are aggregated to yield subtotals for each of the three Veterans Administration Regions (see Appendix B) and to yield a national total. The first page of a DVB Workload Report is presented in Exhibit A-1 in order to provide an illustration of this data source.

EXHIBIT A - 1

DATE: 30-Apr-84

WEEKLY CUMULATIVE

	VETERANS' APPLICATIONS					EMPLOYERS' APPLICATIONS					
EASTERN REGION	APPS RECD (33)	RENEWED APPS RECD (34)	CERTS ISSUED (35)	APPS APRVD (36)	APPS DENIED (37)	APPS RECD (38)	APPS DENIED (39)	APPS APRVD (40)	JOB SLOTS APRVD (41)	JOBS FILLED	DOLLARS COMMITTED
ATLANTA	1709	79	767	1332	226	180	17	171	369		
BALTIMORE	1705	81	656	899	384	64	3	61	198		
BOSTON	1225	59	343	907	137	94	1	83	144		
BUFFALO	3778	810	1693	2019	561	967	2	722	1612		
COLUMBIA	2019	241	723	2173	232	530	34	400	987		
HARTFORD	1595	242	394	1015	242	106	2	173	375		
HUNTINGTON	2385	260	390	1967	148	139	1	130	295		
MANCHESTER	349	36	80	301	48	56	0	48	49		
NEWARK	2325	77	753	1272	377	330	104	226	469		
NEW YORK	3617	112	1221	2441	384	600	14	666	997		
PHILADELPHIA	4263	195	1061	2652	520	511	4	500	1509		
PITTSBURGH	5334	125	1979	3376	643	337	26	331	649		
PROVIDENCE	1169	123	470	900	127	125	4	109	120		
ROANOKE	1278	62	506	976	233	201	11	190	441		
SAN JUAN	1077	26	644	715	103	26	15	11	43		
ST PETERSBURG	3166	59	979	2433	370	605	29	602	1799		
TOGUS	650	39	264	465	106	83	2	75	92		
WASHINGTON	797	39	404	512	196	117	22	24	707		
WHITE RIVER	235	24	97	177	46	21	3	16	19		
WILMINGTON	460	57	237	353	62	46	1	43	47		
WINSTON-SALEM	2772	209	971	2174	440	342	0	291	710		
EASTERN	44956	2946	15331	32161	5873	5728	295	5215	11639		
CENTRAL	61879	4613	20872	46301	8291	4358	170	3809	9397		
WESTERN	49070	4392	16884	37768	7040	5042	229	4556	9041		
APRIL 30 TOTALS	155905	11951	53087	116230	21204	15128	694	13580	30077	4719	$20,945,178.16
APRIL 23 TOTALS	150732	10747	51486	111627	20369	14281	676	12817	28137	4321	$19,628,033.24
CHANGE	5173	1204	1601	4603	835	847	18	763	1940	398	1,317,144.92

Caution should be exercised in using these statistics as the counts may be misleading. For example, the number of "Jobs Approved" may represent future projections rather than current openings; also, if the job slot is filled by a non-veteran, the above count may not be adjusted accordingly.

THE TARGET MANAGEMENT INFORMATION SYSTEM

The Department of Veterans Benefits extracted automated data from the Target Management Information System on April 16, 1984 for use in the present report. The extracted data included data on veterans and data on employers. These two subsets of the Target Management Information System are described in the subsections which follow.

1. Target Data on Veterans

The extract date of April 16 was selected because it was at this point during April that the monthly payment run had been executed. At that point, interim status codes were converted to a more permanent form and the extract was executed immediately following this conversion. A total of 118,444 veteran master records were extracted through this procedure. The distribution of these 118,444 records according to status codes is presented in Exhibit A-2.

The 118,444 records extracted from the Target System were grouped for analytical purposes according to status codes. This grouping was based upon the three basic levels of involvement which are possible for a veteran under the Emergency Veterans' Job Training Program. These three levels of involvement and their relevance for this report are described in the paragraphs which follow.

Veteran involvement in the Program begins with submission of an Application for a Certificate of Eligibility (VA Form 22-8932). Based upon submission of this form, a veteran may be found to be ineligible for the program. The veteran is notified of his/her ineligibility and, unless the determination of ineligibility is found to be in error, no further program activity occurs for ineligible veterans. Hence, the first and lowest level of veteran involvement in the program consists of submission of an application which is disallowed. Since these disallowances are based upon a lack of conformity to specific eligibility criteria specified in P.L. 98-77, it was determined that information on disallowed veterans was of little interest to legislators or program administrators. Hence, the disallowed veterans were excluded from the analyses conducted for this report.

The second level of veteran involvement in the program begins with issuance of a Certificate of Eligibility (VA Form 22-8928). Certificates of Eligibility are issued to all veterans who have submitted an application for a Certificate of Eligibility and who have been found to meet the eligiblity criteria. Information concerning this pool of veterans who are available for participation in the program was regarded as being of considerable interest to legislators and program administrators. Therefore, a number of analyses of the characteristics of this

Exhibit A-2

Number of Veteran Master Records Extracted from the Target System by Status

Status Code	Title of Status Category	Number of Records
0	Disallowed	16,871
2	Certificate of Eligibility Issued	53,392
3	Certificate of Eligibility Expired	44,331
4	Intent to Employ Form Received	1,852
5	Payment Made (Based Upon Submission of Certificate of Training Form)	1,669
7	Record Suspended	36
8	Terminated	293
Total Records		118,444

group were undertaken for the present report. For those veterans who have reached this second state of program involvement, the available automated data are based upon information entered from the Application Form. For analytical purposes, no distinction was made between those veterans with an active Certificate of Eligibility (Status Code 2) and those veterans with an expired Certificate of Eligiblity (Status Code 3). This approach was followed because both groups have been found to be eligible for the program and because those veterans with an expired Certificate of Eligibility are permitted to apply for a renewal of this basic eligibility document.

The third basic level of veteran involvement commences with the submission of a Notice of Intent to Employ a Veteran (VA Form 22-8930). At this point, a certified veteran and an approved employer indicate their joint agreement that training will commence for the applicable veteran with the applicable employer under the terms of an approved training program on file with the Veterans Administration. It is at this point that a veteran may be considered to be a participant in the Emergency Veterans' Job Training Program. It is this group that is of greatest interest to legislators and program administrators. Hence, the most intensive analyses undertaken for this report were focused upon this group. For all veterans for whom an Intent to Employ Form has been submitted, the automated data available from the Target System include data entered from Veteran Application Form, data entered from the Intent to Employ Form, as well as data entered from the relevant approved Employer's Application for Approval of a Job Training Program (VA Form 22-8931). Automated data on the relevant approved employer and on the specific training program that the veteran will enter are merged with the veteran's existing automated record which, prior to the point of participation, includes only data from the veteran Application Form.

Following submission of the Intent to Employ Form, the participating veteran and employer jointly submit a Certificate of Training Form (VA Form 22-8929). The purpose of this form is to request reimbursement for that portion of the veteran wages regarded as a training cost. Submission of this form and the issuance of a payment to the employer by VA serves to confirm the participant status of the veteran. In addition, the Certificate of Training Form usually is used to report termination of a participating veteran from the program. Data from the Certificate of Training Form on payments made, as well as on termination, are accumulated in the automated veteran record, along with the data entered from the Veteran Application Form, from the Intent to Employ Form, and from the employer Application for Approval Form.

For analytic purposes, the third level of veteran involvement in the program, participation, was defined as embracing four status codes in the Target System. The first status code employed to define participation (status code 4) indicates that an Intent to Employ Form has been received for the veteran participant. The second status code employed to define participation (status code 6) indicates that, in addition to receipt of an Intent to Employ Form, at least one Certificate of Training Form also has been received and at least one payment has been made based upon receipt of that form. The third status code used to define participation (status code 7) is identical in meaning to the second status code described above except that there is some obstacle to issuance of the payment requested. The fourth status code used to define participation (status code 8) indicates that, subsequent to submission of an Intent to Employ Form, information was received which indicates that the participating veteran has been terminated from the program. This termination data may or may not have been submitted on a Certificate of Training Form. Further, a Certificate of Training Form requesting payment may or may not have been received for the veteran participant subsequent to receipt of the Intent to Employ Form and prior to receipt of the termination information.

Of the total of 118,444 veteran master records received from the Target System, 16,871 were disregarded for analytic purposes because the status code assigned indicated that these were veterans whose applications were disallowed based upon some lack of eligibility for the program. Thus, a total of 101,573 veteran master records were employed for analytic purposes. The number of records available within each of the participation categories of interest is as follows:

• Participants	
- Active Participants	3,557
- Terminated Participants	293
- Total Participants	3,850
• Nonparticipants	97,723
• Certified Veterans	101,573

2. Target Data on Employers

In conjunction with the extract of veteran master records from the Target System on April 16, automated records for employers were extracted at the same time. Employers can exhibit the same three levels of program involvement as the veterans. First, some employers submit an Application for Approval of a Job Training Program (VA Form 22-8931) but do not receive the desired approval from the Veterans Administration. Unlike their veteran counterparts at this level of program involvement, information on disapproved employers is not entered into the Target System. Second, most employers who submit an application do receive the desired approval. For all approved employers, certain data on the employing organization and the approved training program(s) are entered into the Target System. Third, like veterans, some employers become participants upon submission of a Notice of Intent to Employ a Veteran (VA Form 22-8930). At this point, certain data items from the automated employer record are merged with data from the Veteran Application Form and from the Intent to Employ Form within the automated master record of the participating veteran. Accordingly, the automated employer records themselves contain no data items which make it possible to distinguish between those approved employers who have initiated participation in the program and those approved employers who have not initiated participation. For the purpose of the present report, identification numbers of participating employers were extracted from the automated veteran master records and were matched against the automated file of approved employers. In this way, it was possible to identify those approved employers who had initiated participation in the program by submitting an Intent to Employ Form.

As of April 16, a total of 9,483 approved employer records were on file in the Target System and were extracted for analysis. Of these, 3,081 were identified as participating employers and the balance of 6,402 were identified as nonparticipating employers.

BENEFICIARY IDENTIFICATION AND RECORD LOCATOR SUBSYSTEM

In conjunction with the extract of data from the Target System, Veterans Administration staff suggested that Target System data could be supplemented by data from the Beneficiary Identification and Record Locator Subsystem (BIRLS). The two principal types of data available from BIRLS that are not available from the Target System are date of birth and data on military service, including branch of service, period of service, and length of service. Accordingly, Centaur staff prepared an input tape for BIRLS based upon the 3,850 automated records from the Target System for veteran participants. In conjunction with this activity, it was determined that inclusion of nonparticipants would require an investment of both time and financial resources well beyond the levels available for this report. Accordingly, the BIRLS extract was restricted to participants. Out of 3,850 participant records submitted to BIRLS, 3,840 of the Target System records were matched with a BIRLS record. The data available from the BIRLS records then were used to augment the basic Target System data for veteran participants.

TEN PERCENT SAMPLE OF APPROVED EMPLOYERS

In addition to suggesting that Target System data on veterans could be augmented with data from BIRLS, Veterans Administration staff also suggested that Target System data on employers could be augmented with data to be derived from a sample of the

Application Forms submitted by approved employers. Accordingly, Veterans Administration staff in the Central Office issued a request in early April to all Regional Offices calling for selection of a sample of approved employers. Regional Office staff were instructed to select every tenth application form on file for approved employers, photocopy the forms selected, enter the employer identification number on each copied form, and ship the copied forms to the Central Office for compilation and analysis. Only one small Regional Office was unable to submit sampled Application Forms in time for inclusion in this report. The distribution of the ten percent sample of approved employer Application Forms is presented in Exhibit A-3 by Region and by Regional Office.

A total of 982 forms were received. Based upon the employer identification numbers provided, it was possible to match all but 36 of these sampled forms with employer records from the Target System. As a result, the sample used for the analyses presented in this report consists of 946 employers out of the total of 9,483 approved employers with records in the Target System. Thus, the sample employed for final analyses is only two employers short of being precisely a ten percent sample.

Some data items are available from the Target System for the ten percent sample of employers and also for the universe of approved employers. Because of this overlap, it is possible to compare the sample with the universe. A comparison of the ten percent sample with the universe of approved employers is presented in Exhibit A-4. This exhibit includes five data items which were available for both the universe of approved employers and for the ten percent sample of approved employers. Based upon these five data items available for both groups, it is clear that the statistics derived from the sample are very similar to the corresponding measures for the population as a whole.

Exhibit A-3

Distribution of the Ten Percent Sample of Approved Employers by Region and by Regional Office

EASTERN REGION

Regional Office	Number Sampled
Atlanta, GA	9
Baltimore, MD	6
Boston, MA	8
Buffalo, NY	60
Columbia, SC	32
Hartford, CT	10
Huntington, WV	11
Manchester, NH	5
Newark, NJ	14
New York, NY	58
Philadelphia, PA	31
Pittsburgh, PA	27
Providence, RI	8
Roanoke, VA	14
San Juan, PR	2
St. Petersburg, FL	37
Togus, ME	8
Washington, D.C.	2
White River, VT	2
Wilmington, DE	0
Winston-Salem, NC	19
Total for Eastern Region	363

A-3 (Cont.)

Distribution of the Ten Percent Sample of Approved Employers by Region and by Regional Office

CENTRAL REGION

Regional Office	Number Sampled
Chicago, IL	23
Cleveland, OH	26
Des Moines, IA	6
Detroit, MI	18
Fargo, ND	5
Indianapolis, IN	5
Jackson, MI	12
Lincoln, NE	7
Little Rock, AR	15
Louisville, KY	9
Milwaukee, WI	23
Montgomery, AL	20
Muskogee, OK	44
Nashville, TN	15
New Orleans, LA	5
St. Louis, MO	21
St. Paul, MN	7
Sioux Falls, SD	2
Wichita, KS	12
Total for Central Region	275

A-3 (Cont.)

Distribution of the Ten Percent Sample of Approved Employers by Region and by Regional Office

WESTERN REGION

Regional Office	Number Sampled
Albuquerque, NM	8
Anchorage, AK	6
Boise, ID	10
Cheyenne, WY	5
Denver, CO	8
Ft. Harrison, MT	3
Honolulu, HI	2
Houston, TX	42
Los Angeles, CA	33
Phoenix, AZ	17
Portland, OR	22
Reno, NV	13
Salt Lake City, UT	23
San Diego, CA	14
San Francisco, CA	38
Seattle, WA	39
Waco, TX	61
Total for Western Region	344
Total for U.S.	982

Exhibit A-4

A Comparison of Five Data Items for the Ten Percent Sample of Approved Employers and the Universe of Approved Employers[1]

Data Item	Universe Percent	Sample Percent
Participation		
Yes	32	35
No	68	65
Region		
1	36	37
2	29	29
3	36	34
First Digit of Zip Code		
0	6	6
1	16	18
2	9	9
3	10	10
4	7	6
5	5	5
6	7	7
7	17	17
8	8	8
9	17	16
Number of Programs		
1	85	84
2	9	9
3	3	4
4	1	1
5	1	1
6	<1	<1
7	<1	<1
8	<1	<1
9	<1	<1
Certified for Monthly Payment		
Yes	87	86
No	13	14

---

[1] In all cases except "Certified for Monthly Payment", the universe is based upon 9483 cases and the sample is based upon 946 cases. For "Certified for Monthly Payment" the universe is based upon 9140 cases and the sample is based upon 917 cases.

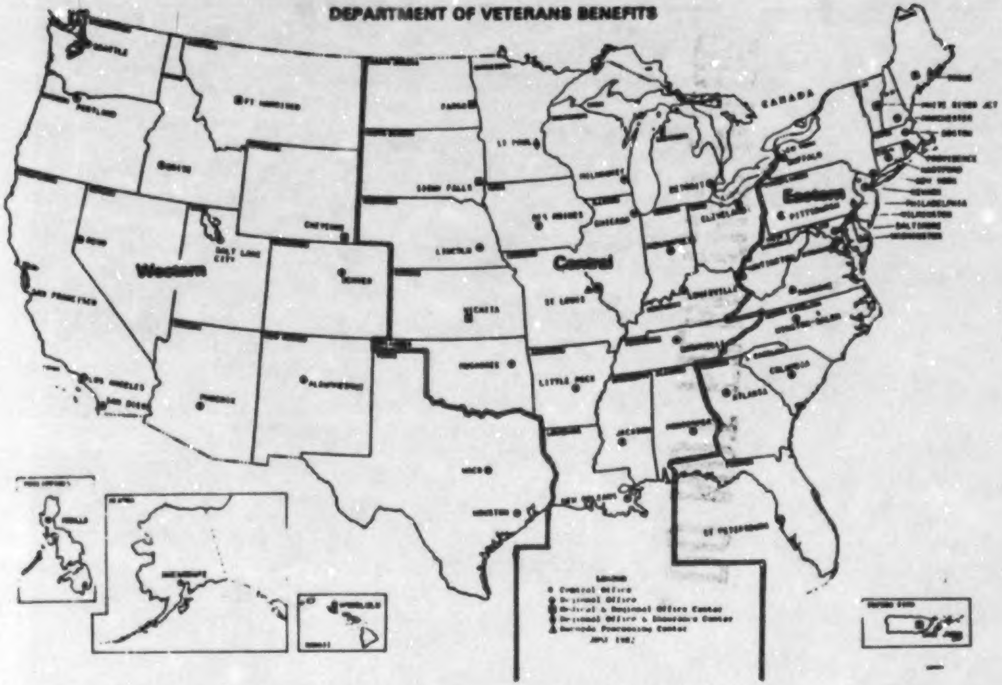
APPENDIX B

MAP OF VETERANS ADMINISTRATION REGIONS AND REGIONAL OFFICES

Exhibit B-1

VETERANS ADMINISTRATION

DEPARTMENT OF VETERANS BENEFITS


Western
Central
Eastern
CANADA
SEATTLE
PORTLAND
SALT LAKE CITY
SAN FRANCISCO
LOS ANGELES
SAN DIEGO
PHOENIX
ALBUQUERQUE
CHEYENNE
DENVER
FARGO
SIOUX FALLS
LINCOLN
WICHITA
MUSKOGEE
WACO
HOUSTON
NEW ORLEANS
LITTLE ROCK
ST LOUIS
DES MOINES
ST PAUL
CHICAGO
DETROIT
CLEVELAND
PITTSBURGH
LOUISVILLE
ATLANTA
COLUMBIA
ST PETERSBURG
BOSTON
PHILADELPHIA
BALTIMORE
LEGEND
Central Office
Regional Office
Medical & Regional Office Center
Regional Office & Insurance Center
Records Processing Center